STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

SENIOR EXAMINER/COMPLIANCE OFFICER: DRIVER'S LICENSE (FRANSCHHOEK)
TRAFFIC DEPARTMENT
COMMUNITY AND PROTECTION SERVICES

REF: CP/PRS/TL/TS/124

Minimum Requirements: ● Grade 12 or equivalent ● In possession of a valid A Grade Diploma for Examiner for Driving licenses ● To have a valid Code A, and Code EC driving licenses ● No criminal record ● Registered by the Provincial Administration as an Examiner of Driving Licenses ● 5 years relevant experience • Not been inactive as an of Examiner of Driving Licenses for a period less than 1 year

Other Requirements: ● Must be able to work under challenging conditions and be able to serve all clients with dignity and professionalism at all times ● Must be able to reason and make decisions independently within the constraints of legislation leadership • Must be able to apply sound administrative skills in order to render a quality service to the public in the WC024 • Computer literacy (Ms Windows, MS Office, Natis, etc)• Good people skills, including ability to handle conflict effectively and function within a team as well as individually • Medically fit • Sound interpersonal skills • Client service skills • Interpersonal communication skills • In-depth knowledge of all applicable legislation and guidelines within the specific area of functionality • In-depth knowledge of the K-53 system on testing of applicants for Learners and Drivers Licenses • Good understanding of the National Road Act • Ensure that any form of malpractice or violation of prescribed legislations are dealt with and reported to senior management • Subject to police clearance • Subject to NATIS clearance and any vetting system available to Municipality • Applicant must not be previously involved in any fraudulent activities in any fraudulent activities and must not have resigned as a result of any pending investigation within the past 2 years • Must have his/her own transport • Proficiency in at least two of the three Western Cape official languages (English, Afrikaans, Xhosa) ● Appointment is subject to Police clearance

Responsibilities/Duties: ● To manage section and ensure compliance with all legislation relating to Driving License ● To ensure that all Driving License personnel understand and know the requirements of the applicable Acts, Regulations and procedure manuals ● To ensure that all relevant personnel comply with the requirements of the relevant Acts and the minimum requirements as prescribed ● To ensure that the activities of the relevant personnel are monitored on a regular basis and that all documentation is completed in full before any license or permit is issued ● To ensure that the driving license testing center complies with the requirements of the relevant acts and the minimum standards ●To ensure that any form of malpractice or violation relating to driving license testing centers are reported to the Provincial Department and Inspectorate ● Responsible to ensure the controlling of Learner's/Driving License processes on e-NaTIS as prescribed ● To ensure that all learner license test material is signed out to the examiner for driving licenses prior to the test and returned on completion of such test ● Compile reports and provide feedback to the Senior Superintendent of the relevant Traffic and Licensing Section ● Ensure compliance with Health and Safety requirements

Added Advantage: ● Registered by the Provincial Administration as an Examiner of Motor Vehicles ● In possession of a valid A Grade Diploma for an Examiner of Motor Vehicles

Job related enquiries: Mr Gavin Solomons 021 808 8801 or Mr Ayanda Royi 021 808 8846
General Enquiries: Ms. Lucretia Koegelenberg 021 808 8102 or Ms. Evan Williams 021 808 8059

Salary: R 287 387.35 - R 373 022.34 **Plus Benefits**

Note: Both the T-grade and post name is subject to re-evaluation and changes will be implemented on receipt a of T.A.S.K outcome

---

Applications, clearly marked and accompanied by an application form of Stellenbosch Municipality, a comprehensive CV, certified copies of qualifications and the details of contactable referees, must be emailed to the Human Resource Management Services at Stellenbosch Municipality at the following email address specifically linked to the above Directorate: Comprotect.Jobs@stellenbosch.gov.za

Your application must be completed on an official application form of Stellenbosch Municipality and will not be considered if not submitted. Application forms can be found on the Stellenbosch Municipal website https://stellenbosch.gov.za
Applications for the above-mentioned vacancy must be sent via the given email. If not, it will not be considered. No hand-delivered or posted applications will be considered.

Please note: By applying for this position, the candidate consents to verification checks of qualifications, criminal records and must be willing to be subjected to a rigorous evaluation process. Receipt of applications will not be acknowledged and no supporting documentation will be returned. Canvassing with Councillors or any other decision-maker/ member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application

Closing date: 19 May 2025

Stellenbosch Municipality is an Equal Opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply. The requirements of the Employment Equity Act will be considered as part of the

selection criteria/process. If you do not hear from us within ten (10) weeks of the closing date, please regard your application as unsuccessful. For more details on vacancies, visit our website www.stellenbosch.gov.za. The Council reserves the right not to make an appointment and to add/amend/change the salary package.