STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
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PRINCIPAL CLERK: MOTOR VEHICLE REGISTRATION x2 (STELLENBOSCH & FRANSCHHOEK) TRAFFIC DEPARTMENT COMMUNITY AND PROTECTION SERVICES REF: CP/PRS/TL/TS/100 & CP/PRS/TL/TS/144

Minimum Requirements: Grade 12 or equivalent ● Relevant National Certificate ● 3-years relevant experience preferable within motor vehicle registration or Traffic services environment ● Computer Literacy ● No criminal record.

Other Requirements: High level of responsibility ● Ability to give attention to detail ● Management and supervision skills ● Excellent human relations, interpersonal and communication skills ● Good communication skills ● Honest • Be fluent in two of the three official languages (Afrikaans, English, Xhosa) • Strong organisational and time management skills • Proficiency in office software and systems • Attention to detail and accuracy ● Strong problem solving and analytical skills ● Ability to work under pressure • Proactive and adaptable ● Knowledge of Natis System • Must work overtime as and when required.

Responsibilities/Duties: Coordinate Administration of the National Information System ● Log calls to Provincial Administration with regard to problems encountered on certain transactions, e.g, timeouts or pop-up messages ● Ensure the affective functioning of National Traffic Information System(Natis) and security competence within the department and affective service delivery ● Coordinate and control income generated to transactions ●Ensure compliance with cash management policy of the Municipality ● Ensure coordination and control of all administrative tasks performed by all clerks within the motor vehicle registration section ● Responsible for coordination and introduction of all transactions which are authorised by Province by Tasks Management Systems (TMS) in order for RA to conclude ● Perform administrative functions at DLTC's as and when required.

Added Advantage: A valid Code B driving license.

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 or Ms Lisa Patience 021 808 8064

Salary: R 226 725.27- R294 298.01 **Plus Benefits**

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

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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.