STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

SENIOR CLERK: MOTOR VEHICLE REGISTRATION x2
TRAFFIC DEPARTMENT
COMMUNITY AND PROTECTION SERVICES
REF: CP/PRS/TL/TS/108 & CP/PRS/TL/TS/110

Minimum Requirements: Grade 12 or equivalent ● Computer Literacy (Windows/MSOffice) ● No criminal record.

Other Requirements: Sound and interpersonal administrative skills ● Ability to work under pressure ● Language proficiency in at least two of the three official languages of the Western Cape (English, Xhosa and Afrikaans) ● Fair understanding of applicable legislation ● High level on confidentiality must be observed ● Must work overtime as and when required.

Responsibilities/Duties: Responsibilities for the effective and efficient administration functioning and coordination of the duties related to licencing and registration of vehicles ● Data capturing of all transaction related to registration and license of vehicles ● Perform all cashier functions transactions related to registration and licensing of vehicle and roadworthy applications ● Perform administrative functions at DLTC's as and when required.

Added Advantage: To have 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: R166 555.47 – R 216 217.30 **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

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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.