STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

EXAMINER OF DRIVING LICENCES: DLTC
TRAFFIC SERVICES
COMMUNITY AND PROTECTION SERVICES
REF: CP/PRS/TL/TS/117

Minimum Requirements: Grade 12 or equivalent • Registered as grade A Examiner of Licenses • 2-year's' relevant experience • A Valid code A and EC driving license • A valid professional driving permit • Actively performing the duties as Examiner of Driving Licenses for a period not less than 1-year from the date of this advert • Computer literacy (Microsoft Word, Excel & Outlook) • Employment is subjected to SAPS clearance and any vetting requirements as the Law Enforcement/ Traffic Services.

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 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/resigned as a result thereof • The Examiner of Driving Licenses should have been active for at least 12 months prior to the appointment • Must have his/her own transport.

Responsibilities/Duties: Testing of applicants for learner's & driver's licenses • Verify question papers for learner's licenses • Eye testing of applicants for learner's & driver's licenses • Authorization of learner's & driver's licenses • Preparation for fingerprint verification • Conversion of foreign driver's licenses • Driver's licenses renewal • Application for PDP • Application for instructions Certificate • Combat Fraud and Corruption • Ensure Legislative compliance • Company to Health & Safety requirements.

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 211 502.15 - R 274 467.88 **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 a completed official application form of Stellenbosch Municipality, a comprehensive CV, certified copies of qualifications and all documents required in terms of the minimum requirements of the advertisement, details of contactable referees, must be emailed to Human Resource Management Services at Stellenbosch Municipality at the following email address specifically linked to the above Directorate: Comprotect.Jobs@stellenbosch.gov.za

Applicants who do not meet all/any minimum requirement(s) of the post, or who fail to submit all required supporting documentation, will not be considered. Applicants are reminded that submission of an official Stellenbosch Municipality application form is compulsory. Application forms are available on the Stellenbosch Municipal website: https://stellenbosch.gov.za

Applications for the above-mentioned vacancy must be submitted via the provided email address only. No hand-delivered or posted applications will be accepted or considered.

Please note: By applying for this position, candidates consent to verification checks relating to qualifications, criminal records, and any other relevant screening processes, and must be willing to be subjected to a rigorous evaluation and selection process. Please note where driver's licenses are required shortlisted candidates will undergo a driver competency test. Receipt of applications will not be acknowledged, and supporting documentation submitted will not be returned.

Canvassing with Councillors, any decision-maker, or any member of the Selection Committee is strictly prohibited, and proof thereof will lead to disqualification.

Closing Date: 11 May 2026

Stellenbosch Municipality is an Equal Opportunity Employer. Candidates from designated groups, including persons with disabilities, are encouraged to apply. The provisions of the Employment Equity Act will be considered as part of the selection criteria and process.
If you do not receive any feedback within ten (10) weeks after the closing date, please consider your application unsuccessful

For more information on vacancies, visit www.stellenbosch.gov.za.
The Council reserves the right not to make an appointment and further reserves the right to amend, vary or change the remuneration package attached to the post