



MANDENI LOCAL MUNICIPALITY INTERNAL/EXTERNAL VACANCY

The Mandeni Municipality, an affirmative action and equal opportunity employer herewith invites applications from suitably qualified and competent persons for appointment to the following position

DEPARTMENT : COMMUNITY SERVICES AND PUBLIC SAFETY
POSITION : CASHIER DRIVING LICENCE TESTING CENTRE (DLTC) (PERMANENT APPOINTMENT)
TASK GRADE : T08
SALARY NOTCH : R 203 808 PER ANNUM
SALARY SCALE : (R 203 808 pa – R 264 550 pa)
(Subject to implementation of 2020 T.A.S.K. job evaluation final outcome result)
CLOSING DATE : FRIDAY, 04 OCTOBER 2024 @12:00 pm
REF NO : PN 88/2024

MINIMUM REQUIREMENTS:

- Grade 12 (Matric)
- Public Management qualification (certificate, Diploma) will be an added advantage.
- 1-2 years' experience in ENATIS at Local Government DLTC.
- Valid Driver's License: Code 08/C1

SKILLS & COMPETENCIES:

- Communication skills are imperative.
- Good interpersonal skills, fluent in Speaking & writing both English and isiZulu.
- Willing to work under pressure and overtime as and when required.
- Ability to demonstrate leadership record and be visibly committed to attaining the council objectives.
- Excellent interpersonal relations skills.
- General knowledge of the ENATIS system, administration, Eye testing, and knowledge of registering learner license applicants on the LicencePro System (DLTC & RA)
- Ability to demonstrate leadership record and be visibly committed to attaining the council objectives.

DUTIES

- Testing of applicants for Prdp, Learner License.
- Make bookings for learner's and driver's licenses.
- Filling all documents for record purposes.
- Receive payment for learner's driving licenses, licensing registration, and service

Executive Committee



rendered.

- Registration of vehicles on the ENATIS and issuing temporary and special permits.
- Administration bookings of learners and driving licenses.
- Renew driving licenses and professional driving licenses.
- Balancing all cash and cheques received against transactions and preparing daily banking.
- Responsible and accountable to the DLTC Supervisor.

BENEFITS:

All standard Municipal Fringe benefits which inter-alia includes a Housing Subsidy, Medical Aid, and Pension fund would be applicable to the above post.

DIRECTIONS TO CANDIDATES:

Enquiries must be directed to Manager: Human Resource and Administration; tel: (032) 456 8200. **Please forward your application form and full CV with photocopies of certificates, quoting the relevant reference number and attach proof of residence on the prescribed form obtained from Mandeni Municipal Website to: Human Resources, P.O. Box 144, Mandeni, 4490 or hand-deliver to Mandeni Local Municipality, 2 Kingfisher Road; Mandeni. NB Faxed and e-mailed applications will not be considered. Certified copies of certificate will be submitted by the shortlisted candidates.** If you do not hear from us within 30 days of the closing date, consider your application as unsuccessful. Application forms are available on the Mandeni Municipal Website www.mandeni.gov.za or at any Municipal building. Mandeni residents will be given first preference.

NB: The municipality is an equal opportunity affirmative action employer. The municipality reserves the right not to make an appointment. No canvassing of Councillors or Officials concerned is allowed as that may lead to the automatic disqualification of the candidate. People living with a disability are encouraged to apply. Mandeni residents will be given first preference.


SG KHUZWAYO
MUNICIPAL MANAGER

DATE: 25/09/2024