



MADIBENG

LOCAL MUNICIPALITY

The municipality hereby invites applications from suitably qualified candidates to apply for the undermentioned senior management position to be stationed at Brits-North West Province " Bokone Bophirima" :

DIRECTORATE: PUBLIC SAFETY, FLEET AND FACILITIES MANAGEMENT

POSITION: CHIEF LICENSING OFFICER

DIVISION: TRAFFIC AND SECURITY MANAGEMENT

POST LEVEL 4

SALARY SCALE R 369 588 PER ANNUM

CLOSING DATE: 14 JULY 2017 (STRICTLY AT 16:00)

MINIMUM REQUIREMENTS:

- Grade 12 (Matric) Certificate
- Must be in possession of Certificates as Examiner of Licenses and Vehicles for a Grade A station
- Registered with Department of Transport as an E-Natis user
- Good knowledge and understanding of the Registration Authority's processes and functions
- Diploma in Public Administration Management
- 3 years' experience on a supervisory level
- Good interaction skills
- Computer literate

KEY PERFORMANCE AREAS:

- Managing the operations at the Licensing Unit (DLTC,VTS and RA)
- Supervising of Senior Licensing Officers for RA and DLTC
- Compiling of monthly, quarterly and annual reports
- Ensure that all filing are done in accordance with the National Road Traffic Act 93/19996
- Ensure that the Licensing Unit comply with relevant legislation in terms of the National Road Traffic Act 93/1996 and SABS
- Oversight of the maintenance of test yard and VTS
- Compile daily reconciliation report of funds payable to Province, RTMC and Prodiba

TO ALL APPLICANTS

Please read these guidelines in order not to be disqualified

- Applications must be done in the following order:
 - i) a covering letter indicating clearly the following information:
position applied for, title, initials and surname, contact number (application forms from other organisations are not accepted);
 - ii) a comprehensive and typewritten or legible Curriculum Vitae;
 - iii) certified copies of relevant certificates and identity document (this must accompany your application);

/ Please staple all your documents together in order not to be misplaced during the sorting process / Only original applications will be accepted, therefore NO e-mails or faxes please/ When sending by post, forward your application to – The Director: Corporate Support Services : Vacancies at PO Box 106, Brits, 0250/ Hand delivery must be done at Room 208/209/210/211/212, Second Floor, Brits Municipal Offices/ Applications that do not conform to the above and applications not received at the date and time mentioned in this advert, as well as any form of canvassing, may lead to disqualification of an applicant/ Applicants, who do not receive notice within two month from date of closure, may accept that their applications were unsuccessful. Only successful applicants will be corresponded with/

ANY ENQUIRIES CALL SAMBO AT / LERATO MOKGATLE (012 318 9305/9514)

Fringe Benefits: Subject to certain conditions, the following fringe benefits are offered: leave bonus equal to one month's salary; pension fund scheme; medical aid scheme; provident fund; housing subsidy for home owners Please note that remuneration packages may change when results of job evaluation are published and implemented. No salaries will however be reduced or decreased as a result of such implementation/ NB: Council reserves the right to withdraw, amend and /or suspend the process at any time when necessary