



LAINGSBURG MUNICIPALITY
VACANCY
NOTICE NUMBER 58 /2023

DEPARTMENT: COMMUNITY SERVICES
CHIEF CLERK: LICENSING AND REGISTRATION
PERMANENT

SALARY SCALE: Post Level T8: R199 032, 00 – R258 336, 00 per annum

The Laingsburg Municipality is seeking for an experienced and qualified Examiner of Driving License Grade L to join our team. The successful candidate will be responsible for conducting learners license tests, eye tests, renewing of driving licenses and PRDP's and reporting to the Provincial Department of Mobility

REQUIREMENTS

*Grade 12_*Computer Literacy(Excel & Word)_*No Criminal Record_*Bilingual (Afrikaans & English)* Traffic Diploma

SKILLS & KNOWLEDGE REQUIRED

Strong communication and interpersonal skills *Ability to work independently and collaboration with a team. *Attention to detail and strong recordkeeping skills*Excellent knowledge of traffic laws and regulations*Must have a Code B driving license or higher *Report writing skills

KEY RESPONSIBILITIES

Conducting learners license tests and evaluating applicant's knowledge of traffic laws and road safety regulations *Conducting eye tests to ensure that applicants meet the required vision standards for driving *Renewing driving licenses and prdp's for eligible applicants * Maintaining accurate records of all examinations and assessments conducted *Providing constructive feedback to applicants on their performance during examination *Ensuring compliance with road traffic safety regulations and standards during all examinations*Participating in ongoing training and development programs to maintain up-to-date knowledge of traffic laws and driving regulations*Monthly reporting to the department of Transport / Mobility and Supervisor*Regulate Traffic on accident scenes and in town*Do point when necessary. *Law Enforcement Duties.*Participate in roadblocks.*Willing to work Overtime.*Handle public queries and enquiries by addressing public in person or by telephone.*Attends to specific administrative activities associated with licensing. *Any other related duties as requested by the supervisor

The Competencies level for this position is a level 3 as stipulated in Annexure A of the Municipal Staff Regulations Government Notice R890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies.

| Core Professional Competencies | Functional Competencies | Public Service Orientation Competencies | Personal Competencies | Management/ Leadership Competencies |
|--|--|--|---|--|
| <ul style="list-style-type: none">• Community and Customer Focus• Problem Solving• Negotiation and Influencing• Resilience• Communication• Ethics and Professionalism | <ul style="list-style-type: none">• Patrol, Enforcement and Emergency Response | <ul style="list-style-type: none">• Interpersonal Relationships• Communication• Service Delivery Orientation• Client Orientation and Customer Focus | <ul style="list-style-type: none">• Action and Outcome Orientation• Resilience• Change Readiness• Cognitive Ability• Learning Orientation | <ul style="list-style-type: none">• Team Orientation• Direction Setting• Coaching and Mentoring• Impact and Influence |

ENQUIRIES: MR NA HENDRIKSE (023 5511 019)

CLOSINGDATE: 04 AUGUST 2023


Please note: By applying for this position, the candidate consents to verification checks of qualifications and criminal records. Originally completed applications, accompanied by originally-certified true copies of qualification certificates as well as required driver's licences. Professional Driver's Permits and registration certificates from professional bodies, where applicable. Receipt of applications will not be acknowledged and no supporting documents will be returned, No copies of certified copies will be accepted. The appointment will be subject to an initial probationary period of 6 (six) months ,after successfully completed the Grade I Examiner of Driving License course at a registered traffic college which the permanent confirmation of the appointment shall be reconsidered.

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.

Laingsburg 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 3 (Three) months of the closing date, please regard your application as unsuccessful. The Council reserves the right not to make an appointment and to add/amend/change the salary package.

Submit your application on the Laingsburg Municipal application form clearly stating for which post you apply for together with detailed CV and certified copies of qualification for the attention of The Municipal Manager, Private Bag X4, Laingsburg, 6900 or hand deliver applications at Laingsburg Municipality Offices at 2 Van Riebeeck Street, Laingsburg, at Department Corporate Services on or before the closing date.

Administrative enquiries should be forwarded to Human Resources, **Ms Noeline Gouws at (023) 5511 019**


.....
JAFTA BOOYSEN
MUNICIPAL MANAGER
20 JULY 2023

Municipal Offices
Private Bag X4
LAINGSBURG
Tel: 023 5511 019