



JOZINI MUNICIPALITY (KZ 272)

Private Bag X028, Jozini, 3969

Circle Street, Bottom Town, Jozini

Tel: (035) 5721269 Email: bnyawo@jozini.org.za Fax: (035) 5721423

JOB ADVERTISEMENT

- POSITION** : Licencing Clerk X2
- DEPARTMENT** : Corporate and Community Services (Public Safety)
- LOCATION** : Jozini Municipality (Mkhuze Office)
- JOB GRADE** : T6 (R92 211.00)
- REPORTS TO** : Senior Licencing Clerk
- CLOSING DATE** : 24/05/2013

The Job Content is described in terms of the Objectives and Outputs.

OBJECTIVES

- To effectively and efficiently perform specific administrative tasks associated with the processing of vehicle licencing and registration applications and payments, reconciling of cash transactional recordings and deposits.

OUTPUTS

- Coordinates and controls processes, requirements and outcomes associated with the operations and maintenance of the electronic National Information System (eNatis)
- Attend to specific administration tests at the Learners Centre application, capturing images and fingerprints using specific equipment
- Communicating confirming booking for candidates against available dates and time
- And inserting relevant personal details in the booking register at the Driving License Testing Centre

COMPETENCIES

Skills:

- 1 Good Communication Skills both Verbal and Written
- 2 Good Interpersonal Skills
- 3 Computer Literacy (MS Office)



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Knowledge:

- 4 National Road Traffic Act 93 of 1996
- 5 Electronic National Traffic Information System (eNatis)

REQUIREMENTS

Qualifications:

- 6 Grade 12 Senior Certificate
- 7 Original proof of no previous conviction or SAPS fingerprints clearance certificate
- 8 Certificate as an Examiner for Driving Licence Grade "F" will be an added advantage

Experience:

- 9 More than 1 year of experience will be an added advantage

The Company's approved Employment Equity Plan and Targets will be considered as part of the recruitment process.

All applications should be accompanied by a comprehensive CV, and certified copies of qualifications, ID must be forwarded to: The Human Resources Officer, Private Bag X028, Jozini, 3969 or hand delivered to the Municipal Office, Circle Street, Bottom Town, Jozini, 3969

Faxed, e-mailed or late applications will **NOT** be accepted

Note: Should you not hear from us in 30 days after closing date, consider yourself as unsuccessful

MR B NTULI: MUNICIPAL MANAGER

Approval by Municipal Manager Yes / No

Signature: _____

Date: _____



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