

THEEWATERSKLOOF

Munisipaliteit * Municipality * uMasipala

Theewaterskloof Municipality currently awaits suitably qualified persons for appointment in the under – mentioned vacancy.

MANAGEMENT REPRESENTATIVE: DRIVERS LICENSE AND VEHICLE TESTING CENTRE – TWK TRAFFIC

Salary: Post level T11 – Between: R247 032.00 p.a. and R320 640.00 p.a.

The most eligible candidate must be in possession of a senior certificate. A Traffic Officer's Diploma. Applicants must be registered as an Examiner of driving licenses Grade A and Examiner of vehicles Grade A. Code A and EC driver's license as well as a valid PRDP. Must be trained and have a full understanding of the of the latest procedure manual for NaTIS/e-NATIS operators. Have a sound knowledge of the Road Traffic and the National Road Traffic Act, SANS codes and quality assurance manual. Knowledge of the Provincial regulations. Computer literary. Must be able to communicate in at least two (2) of the three (3) official languages in the Western Cape, namely English, Afrikaans and Xhosa. No criminal record (important – valid SAPS clearance certificate or proof of application of clearance certificate must accompany your application – Applicants must provide a valid police clearance certificate not older than 6 months on the day of the interview – applicants who does not provide the valid clearance certificate on the day of the interview will automatically be disqualified.

Responsibilities would involve the following: Supervise DLTC and VTS section and ensure that processes are implemented in terms of the Road Traffic Act and National Road Traffic Act and SANS Standards * managing and controlling of the turnover of the DLTC and VTS by operating in accordance with a formalize quality system * maintain a quality control system to ensure that all documentation kept at the DLTC and VTS * managing and controlling the maintenance of the testing yard, testing station and equipment * managing and controlling the daily operations of the DLTC and VTS * compile monthly reports *Manage calibration of equipment * Manage the quality assurance manual * submission of roadworthy statistics to SABS, Province and National * Issuing of public transport support letters and inspection of public transport vehicle markings * investigate complaints * ensure that monthly statistics are forwarded to Province in terms of the relevant legislation * other other duties as requested from time to time.

Enquiries: Contact Mr. F Prollius: Manager Traffic Services

Tel: 028 – 2143300

If you do not receive any feedback, within two (2) months after the closing date, kindly assume that your application was unsuccessful. The Council reserves the right not to make any appointment.



Theewaterskloof Municipality is committed to equal opportunity and affirmative action, and people with disabilities are encouraged to apply.

Mr. GF Matthyse, Municipal Manager, P O Box 24, 6 Plein Street, Caledon 7230

The council's offer includes benefits such as pension, medical aid and a group scheme as well as a 13th cheque, a housing-/ rental subsidy and settling of furniture removal cost under certain conditions.

Applicants must complete the prescribed application form along with a detailed CV with originally certified copies of qualifications, ID document, as well as a testimonial in order to be considered for the position. Application forms must be forwarded to the Manager: Human Resources, Theewaterskloof Municipality, P O Box 24 Caledon 7230.

Please note: No e-mailed, scanned or faxed applications will be accepted, and shortlisted candidates will be required to produce original copies of academic qualifications on the day of the interview. Only original applications forms will be accepted.

Canvassing will disqualify any candidate from being considered for appointment.

APPLICANTS WHO DO NOT COMPLETE THE PRESCRIBED APPLICATION FORM WILL AUTOMATICALLY BE DISQUALIFIED.

Closing date: 08 February 2019 at 12:00 pm. (no applications will be accepted or considered after the closing date)