



# GREATER LETABA MUNICIPALITY

P.O Box 36, Modjadjiskloof, 0835, Tel (015) 309 9246/7/8,  
Fax (015) 309 9419, Email:greaterletaba@glm.gov.za

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**Greater Letaba Municipality hereby invites applications from suitably qualified candidates to fill the following positions:**

## **COMMUNITY SERVICES DIRECTORATE**

### **MANAGEMENT REPRESENTATIVE**

**Salary: R261 141. 60 per annum.(excluding benefits)**

**Requirements:** Grade 12, Diploma Examiner for Driving Licenses (Grade B). A minimum of 3 years' experience as an Examiner for Driving Licenses. A valid Code EC Driver's license and Registered as Grade B Examiner for Driving Licenses. Computer literacy. Must have a clean criminal record.

**Competencies:** In-depth knowledge and extensive understanding of testing and licensing. Ability to work long hours and under pressure. Interpretation and implementation of policies, legislative and national policy frameworks. Good report writing, computer, communication, negotiation and supervisory skills.

**Duties and Responsibilities:** ●Plan and coordinate operations of Driving Licenses Testing Centre. ●Allocate and supervise work of support staff. ●Ensure adherence to legislations, regulations and operating procedures and standards. ●Liaise with internal and external clients and stakeholders. ●Keep records and compile reports on duties performed. Manage testing equipment. ●Coordinate registration of users on the eNatis System. ●Serve as a relieve Examiner. ●Coordinate internal and external audit processes. ●Verification of work performed. ●Perform any other official duties delegated by the supervisor. ●The successful candidate shall report to the Chief Licensing Officer.

**Greater Letaba Municipality is an equal opportunity affirmative action employer. It is our intention to promote representation (race, gender and disability) in the municipality through filling of these positions; and candidates whose appointment will promote representation will receive preference. The municipality reserves the right not to fill any of the advertised position(s). Errors and Omissions excluded.**

***NB: When you apply for this post, you give the municipality consent to process your personal information. The successful candidate will be required to submit disclosure of financial interest, be expected to sign an employment contract.***

Shortlisted candidates shall be subjected to background screening checks (verification of qualifications, criminal record checks and security vetting). Candidates with foreign qualifications must submit a letter from SAQA stating the equivalence of the qualifications.

Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within three (3) months, please accept that your application was unsuccessful. Correspondences will only be entered into with short listed candidates. Applicants will be penalized for canvassing.

Interested persons may send an application letter stating clearly the position the applicant is applying for, certified copies of academic qualifications, ID, Drivers licence (not older than 3 months) and the curriculum vitae must accompany all applications. Short listed candidates will be required to produce original copies of qualifications on or before the appointment.

Please forward all applications to: **The Municipal Manager, Greater Letaba Municipality. P.O. Box 36, Modjadjiskloof. 0835**, or applications may be hand delivered at the **Municipal Offices. Civic Centre, Botha Street, Modjadjiskloof** and no faxed or e-mailed applications will be accepted.

**Enquiries: Mr Mapatha S.P / Ms Mahlagaume M at 015 309 9246/7/8**

**Closing date: 15 December 2016**