



# EMADLANGENI MUNICIPALITY

Emadlangeni Municipality, as an equal opportunity, affirmative action employer, with its legislative and executive seat in Utrecht, invites suitably qualified candidates to apply so as to fill the following vacant position:

## DEPARTMENT: CORPORATE SERVICES

## POSITION: LICENCE CLERK

**Basic Salary: R127 771,56**

### Requirements:

- Grade 12
- Computer Certificate
- Between 1 and 2 years' experience in the Office environment
- Drivers Licence

Reporting directly to the Supervisor Licencing, the successful candidate will perform, among other things, the following duties:

- Attend to customer's bookings for driving licence and learners testing
- Capture all the applications on the NATS system
- Performs cashier activities to ensure the receipting of all cash received.
- Balance totals for cash and other takings received with records to ensure the balancing of all takings received.
- Administers issuing of learners, drivers licenses and PRDP's conversion or renewal of drivers licences and PRDP's
- Deal with all customer complaints and queries;

**Detailed Curriculum Vitae, accompanied by covering letter and certified copies of qualifications and documents may be forwarded to the Municipal Manager: Emadlangeni Municipality, 34 Voor Street, Utrecht: 2980 or P.O. Box 11 Utrecht 2980. For further information, you may contact the Human Resources Office at 034-331 3041.**

- Canvassing for appointment will automatically disqualify an applicant.
- If no reply to your application has been received within 30 days from the closing date, you should consider your application as having been unsuccessful.
- The Department: Corporate Services will not take responsibility for information not mentioned in the submitted application.
- **NO** late application will be accepted.
- **NO** e-mailed or faxed documents will be accepted.

- The Department: Corporate Services will not be held be responsible for lost applications unless proof of submission can be supplied.
- All applicants may be required to undergo proficiency test.
- **NO** application shall be considered without certified copies of the original documents.
- Emadlangeni Municipality adheres to the provisions of the Employment Equity Act to ensure the representivity through the process of affirmative action.
- Reference checks will be done.
- Applicants may be subjected to a vetting process.
- Only Foreign qualifications accredited by the South African Qualification Authority will be considered.
- **No recruitment agency contracted by Emadlangeni Local Municipality. Applicants shall be vigilant about scammers calling using own cellphone offering jobs on behalf of the Municipality. The Municipality will conduct recruitment and selection fair without involving any agency and the municipality request applicants to report scammers to SAPS.**

**CLOSING DATE: 28 MAY 2021**

  
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**MR S.S. DE KLERK**  
**ACTING MUNICIPAL MANAGER**