



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: SENIOR CLERK (LICENCING)

Salary: R173 929,80 per annum

Requirements:

- Grade 12 or Diploma in Public Administration or equivalent qualification
- Computer Certificate and
- 3 - 4 years' experience doing Licencing related with Local Government
- Knowledge of Enatis system
- Driving Licence

Reporting directly to the Superintendent: Protection Services, the successful candidate will perform, among other things, the following duties:

- Administer registration and de-registration of vehicles;
- Perform cashier activities to ensure the receipting of all cash received;
- Reconcile cash deposits and prepare statements;
- Process the issuing of Learners Licences, Drivers licences , PRDP and renewal thereof;
- Compile and submit monthly and quarterly returns for vehicle tests to Department of Transport and
- Supervise licence personnel and attend to general enquiries.

Detailed CV 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 Municipality will not take responsibility for information not mentioned in application and for lost application unless proof of submission can be supplied..
- **NO** late applications will be accepted.
- **NO** e-mailed or faxed documents will be accepted.
- **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.

- Qualifications will be verified and reference checks will be made.
- 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