



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 and fill the following vacant position:

DEPARTMENT: COMMUNITY SERVICES AND PUBLIC SAFETY

ADMINISTRATION, ADJUDICATION OF ROAD TRAFFIC OFFENCES (AARTO) CLERK / Relief Clerk

PERMANENT POSITION.

SALARY: R 170 591,64

Task Grade 06

Requirements:

- a) Grade 12 Certificate
- b) A minimum of 1 year experience in management of cash and cheque with the Local Government.
- c) Ability to identify counterfeit and fraudulent transactions.
- d) Computer literacy.

Added Advantage

- Knowledge of E-Natis system
- Any Diploma/ Degree (NQF Level 6)

Duties & Responsibilities

- Receive Aarto payment organisation services rendered throughout KZN
- Reconcile cash received against receipts issued.
- Maintain documents and records of transactions procedures.
- Post transactions on cash register or other approved means.
- Balance cash drawer against systems reports and resolve any discrepancies.
- Deposit funds into the proper accounts.
- Prepare summary report to reflect cash flows.
- Prepare and maintain various records, reports and files as required.
- Assist in staff queries and needs to enable smooth operation of their functions at the Drivers Licencing Section.
- Order internal stock, logging calls for the office and following thereof.

- Perform all licensing functions as per E-Natis.
- Deal with all telephonic and personal queries related to licensing.
- Update applicants on Licence Pro.
- Prepare applications forms register numbers and follow up approval.
- Process drivers licence applications.
- Process PDP applications.
- Issue licenses as applied for.
- Assist Examiners with eye-testing and finger printing.
- Maintain sequential filing system of all related documentation

An application form for Employment must be completed and forwarded with Curriculum Vitae and certified copies of qualifications. This application form for Employment is obtainable from Municipal office or from Municipal website. All applications must be addressed 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.

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 of the closing date, you should consider your application as having been unsuccessful.
- The Municipality will not take responsibility for information not mentioned in applications.
- NO late applications will be accepted.
- NO emailed or faxed documents will be accepted.
- The Municipality will not be held responsible for lost applications, unless proof of submission can be supplied.
- All applicants may be required to undergo proficiency test.
- NO applications will be considered without originally certified copies of the documents and qualifications.
- Emadlangeni Municipality adheres to the provisions of the Employment Equity Act to ensure the representativity through the process of affirmative action.
- Reference checks will be done.
- Applicants must have no criminal record or pending criminal / Departmental or civil cases.
- Shortlisted applicants will be subjected to a vetting process which will include security screening and fingerprint verification and
- 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: 07 August 2026

A handwritten signature in black ink, appearing to read 'G. N. Mavundla', is written over a horizontal line.

**MRS G.N MAVUNDLA
MUNICIPAL MANAGER**