

**UMASIPALA  
WASOLUNDI**  
Private Bag X 17  
Ulundi  
3838

**" The City of Heritage "**



**ULUNDI  
MUNICIPALITY**  
Tel: 035 8745100  
Fax: 035 870 1105

**INTERNAL AND LOCAL ADVERTISEMENT: REF NO. 4/1/2/1/6**  
**LICENSING CLERKS X2: DEPARTMENT OF PROTECTION SERVICES**

The Ulundi Municipality urgently requires the services of the suitably qualified person to fill the above-mentioned position within the Department of Protection Services.

**POSITION : LICENSING CLERKS X2**  
**TASK GRADE : TASK GRADE 06 OF CATEGORY B LEVEL 2 LOCAL AUTHORITY**  
**SALARY PACKAGE : R149 728.92 – R194 367.00 PER ANNUM**

**MINIMUM REQUIREMENTS:**

- Matric Certificate (Grade 12)
- Computer Literacy
- 1 year experience in administration
- Tertiary qualification and knowledge of eNatis will be added advantage

**THE SUCCESSFUL CANDIDATE WILL BE RESPONSIBLE FOR THE FOLLOWING DUTIES:**

- Performs specific procedural applications associated with applications for driver and vehicle testing and licensing
- Communicating and confirming bookings for candidates and vehicles against available dates and times inserting relevant personal details in the register
- Conducting the eye testing sequence, explaining to applicant the procedure commencing and checking if response to specific screens corresponds required outcome
- Process information pertaining to license renewal and driver permit applications
- Collects and counts payments tendered verifying total against amount due and/or seeking identification, checks recording and processes cheque payments
- Provides routine information related to vehicle licensing and registration procedures
- Processing information pertaining to license renewal and driver permit applications
- Provides information and/or guidance on procedural requirements to the public to ensure customer requirements are promptly and professionally attended to.

- Performs specific administrative tasks at the driver and vehicle testing and Licensing Department.

**Application must clearly indicate "POST TITLE", consist of a COMPREHENSIVE CV IN ENGLISH** and completed application form (available on website and HR Office) together with certified supporting documents. **These must be addressed to: The Municipal Manager, Ulundi Municipality, Private Bag X 17, Ulundi, 3838** or hand delivered to Office of the Human Resources Manager, Ulundi Municipality Civic Centre, BA 81 Prince Mangosuthu Street, Ulundi, 3838 by no later than **02 May 2024**. Applications received after the closing date will not be accepted or considered.

Enquiries may be directed to the Human Resources Manager, Miss T. Mthethwa, Telephone number **035 874 5100**. **Please note:** Faxed applications will not be accepted. Canvassing of advertised positions will disqualify any candidate from being considered for appointment.

The Municipality subscribes to an Affirmative Action Programme, which is non-racist, non-sexist, non-discriminatory, and based on merit.

Should you not hear from the Municipality within 30 days of the closing date of the advert, please consider your application as being unsuccessful.

**NOTICE PERIOD: 18 APRIL 2024 – 02 MAY 2024**



**S.M. KHOMO**

**MUNICIPAL MANAGER**