



SALDANHA BAAI BAY
MUNISIPALITEIT | MUNICIPALITY | uMASIPALA

Saldanha Bay Municipality is a high-profile municipality that takes care of its people to deliver the highest quality of service to its residents and visitors. We are also committed to the goals of our Employment Equity Plan. If you are competent and committed and would like to work in a professional environment, you are welcome to apply for the following positions on our staff establishment.

PLEASE NOTE THAT ONLY HAND DELIVERED APPLICATIONS WILL BE ACCEPTED.
NO EMAILED OR FAXED APPLICATIONS WILL BE ACCEPTED.

DELIVERY ADDRESS: HUMAN RESOURCES DEPARTMENT, 21 C BEANSA BUILDING, MAIN ROAD, VREDENBURG 7380

DIRECTORATE: CORPORATE AND PUBLIC SAFETY SERVICES

DEPARTMENT: PUBLIC SAFETY

EXAMINER OF DRIVING LICENSE (GRADE B)

Minimum requirements: Grade 12 • Grade B Examiner of Driving License Diploma and registration as an examiner • Registration as a Natis User • 2 years' relevant experience • Valid Code EC drivers' licence • Computer literacy • No criminal record • Knowledge of the National Road Traffic Act (93 of 1996) • Knowledge of applicable policies and procedures • Good communication Skills, Interpersonal Skills • Must be able to work under pressure and stressful conditions • Good communication skills in two of the three official languages of the Western Cape.

Duties will entail: Testing and issuing learner and driving licenses through the application of National Road Traffic Act 93 of 1996 • Conduct Eye Test and fingerprints of new applications for Learners License, driving license and Professional Driving Permit (PrDp) • Eye Test and Fingerprints of Applicants for Renewal of Driving License and Professional Driving Permit (PrDp) • Equipment Maintenance • Health and Safety • Administrative functions • Information recording and record keeping • Any other reasonable instructions

Competencies: Oral communication • Written communication • Problem solving • Attention to Detail • Influencing • Ethics and Professionalism • Organisational Awareness • Planning and Organising

T9 (Estimated CTC R462 505.04 p.a.)

Basic Salary: T9 (R287 450.68 – R373 129.04 p.a)

Enquiries can be directed to: **Mr L Molefi** [022 701 6830](tel:0227016830)

PLEASE TAKE NOTE THAT.

- 1. ONLY HAND DELIVERED APPLICATIONS WILL BE ACCEPTED**
- 2. CLEARLY INDICATE THE POSITION APPLYING FOR ON THE APPLICATION FORM.**
- 3. CONSIDERATION WILL ONLY BE GIVEN TO THE HAND DELIVERED APPLICATIONS MEETING 1 & 2 ABOVE AND HANDED IN BEFORE OR ON THE CLOSING DATE INDICATED BELOW**

Closing Date: 02 October at 12:00

In terms of the Local Government Municipal Staff Regulations, regulation 13, all appointments will be subject to a 6 months' probation period.

NOTES TO APPLICANT

- Thank you for your interest in seeking employment with us.
- Saldanha Bay Municipality complies with the Protection of Personal Information Act, Act 4 of 2013(POPIA), by submitting your application for a position at Saldanha bay municipality you are consenting that the personal information submitted as part of your application may be used during vetting and screening process.
- All applications should be accompanied by a completed application form (obtainable from website: www.sbm.gov.za) clearly reflecting the name of the position applying for; a comprehensive CV; a certified copy of your ID, driver's license and educational qualifications.
- No original documents attached to the application will be safe kept/returned.
- Applications without afore - mentioned will not be considered.
- Applications/Supporting documents larger than 2MB sent via email are not accommodated.
- For the implementation of the Employment Act, candidates are encouraged to indicate their race, gender and disability.
- No late applications will be considered.
- Further communication will be limited to shortlisted candidates, If you have not received a response within 3 (three) months of the closing date, please consider your application unsuccessful.
- All appointments are subject to a medical assessment, criminal record and reference checks from previous and current employer(s).
- The Council beholds the right to make an appointment.