



ELUNDINI LOCAL MUNICIPALITY

EXTERNAL ADVERTISEMENT

NOTICE NO: 03/2019-20

The Elundini Local Municipality a category B Municipality, incorporating Maclear, Ugie, Mt Fletcher and parts of Tsolo and Qumbu with its seats in Maclear, invites applications from experienced, qualified and committed individuals to the following positions:

COMMUNITY SERVICES

1. MANAGEMENT REPRESENTATIVES DLTC x2 (TASK GRADE 08)

ANNUAL BASIC SALARY R180 934.32-R234 858.36

MINIMUM REQUIREMENTS: • Examiners of driving licenses Grade D & above • Computer Literacy • Knowledge of Enatis System • Code EC Driving License • 3 years relevant working experience as an Examiner of driving licenses.

MAIN DUTIES: OPERATIONAL PLANNING AND REPORTING: • Assessing the operations of the driving testing centre and licensing units and evaluating the quality of output through analysis and interpretation of audit reports. • Reporting internally (South African Bureau of Standards, Department of Transport; ect.) on implementation of the quality system and statutory requirement with regards to Driving License and testing processes and interventions and providing reasons and recommendations to improve and/or sustain the effectiveness of current applications.

PROCEDURES, SYSTEMS AND CONTROLS: • Inspecting work sites and/or conducting observation of work sequences and determining extent of awareness quality assurance applications and/ or the need for corrective/ remedial measures and amendment/update of procedure. • discussing and/or investigating workplace/ incidents, seeking reasons from supervisory personnel on any noncompliance/ deviation and providing direction on courses of action for execution.

DRIVING LICENSE TESTING: • Conducting and /or approving the outcomes of specific tests (oral/ written theoretical, practical, physical) and issuing license endorsing requirements encompassed in statutory legislation. • Attending to appeals from applicants in respect outcome explanations

ADMINISTRATION: • Compiling investigational reports and/or responses to correspondences and queries, undertaking research or extracting information and records to support content recommendations and/or opinion. • Maintaining the activity and record keeping systems and/ or executing specific actions to facilitate the updating of registers schedules and manuals (Quality System and procedures, Occupational Health and Safety registers, Training records, work instruction lists, testing and measuring equipment registers,etc.)

VALUE STATEMENT

"The Elundini Municipality subscribes to high morals and principles to promote and maintain integrity of the Municipality".

Interested candidates meeting the requirements are requested to forward application letters together with detailed CVs and certified copies of all required documentation. The Council reserves the right not to continue with interviews if it feels that no suitable candidate could be found.

NB: Elundini Local Municipality is committed to the provisions of the Employment Equity Act No. 55 of 1998 for the advancement of previously disadvantaged and disabled persons.

Correspondence will only be entered into with shortlisted candidates. Applicants not contacted within 30 days of the closing date may assume that their applications were not successful. The Council nevertheless appreciates the interest shown by applicants. Appointment will be subject to compulsory pre-employment screening in the form Qualification, Reference check and criminal checks, competency assessment (where applicable). Candidate in possession of foreign qualifications should attach a certificate of evaluation of their qualification from SAQA.

Faxed applications will not be accepted!

Applications should be addressed to: Director Corporate Services; Elundini Local Municipality; P.O. Box 1; Maclear; 5480; Tel. No: (045) 9328100

Closing Date: 28th August 2019

K. GASHI | MUNICIPAL MANAGER