

NDLAMBE MUNICIPALITY



VACANCY: TWO (2) TRAFFIC OFFICER / DRIVERS LICENSE EXAMINERS ON TASK GRADE 10 OF A CATEGORY 3 LOCAL AUTHORITY (SALARY SCALE: R 264 550 – R 343 388 p.a.)

Applications are invited from persons who consider themselves suitably qualified for appointment to the abovementioned post.

REQUIREMENTS:

- Grade 12.
- Basic Traffic Officer Diploma
- Examiner of Driver license Diploma (Grade B)
- Computer Literacy – Office Applications and specific systems related eNatis
- Code EC Driver's License.
- The job design dictates a requirement to possess interpretative skills and understanding of Roads and Traffic Acts and regulations applicable to the functionality.
- 1 - 2 Years experience.

DUTIES: KEY PERFORMANCE AREAS:

- **TESTING AND LICENSING:** Coordinates and controls the application of procedures associated with the vehicle/ driver testing and registration or licensing, by:
 - Checking details of application received for Drivers licences, Professional driving Permits, Driving Instructors Permits, Disabled Drivers Permits, Foreign and International Driving Permits against identification and/ or relevant supporting documents.
 - Applying written/ oral examination/ testing sequence for Learner Driver applications, moderating results and, establishing and informing applicants of outcomes.
 - Determining driving abilities of applicants in accordance with Road Safety and Traffic legislations, conducting visual/ oral tests and using K53 applications to establish conformance/ deviations prior to issuing license.
 - Evaluating and/ or conducting competency tests and associated requirements prior to the issuing of relevant driving permits.
 - Converting/ renewing licences by compiling accurate documentation, conducting eye tests, completing image screening sheets, taking finger prints and fixing recent photos of the applicant to the sheet), and checking the validity of existing licenses.
 - Maintaining of equipment and uniforms in accordance with departmental standards and requirements and reporting on defects.
- **INFORMATION RECORDING AND RECORDKEEPING:** Attends to specific administrative recording and recordkeeping sequences, and meetings by:
 - Attending meetings held by the Department of transport and providing inputs and challenges relevant to the functioning of the Testing Centre.
 - Completing procedural information, forms, documents and notifications and submitting for further processing.
 - Updating schedules and registers reflecting licensing and testing applications processed and extracting summarised reports detailing the status of activities and forwarding to the immediate superior for processing.
 - Receiving directives from the Superintendent and implementing procedure manuals guiding testing sequences to read current with legislative requirements and specific regulations.
 - Maintaining records of applications, reports and tests, using alphanumeric sequences to file documentation and/ or accessing/ retrieving information to support query resolution.
 - Recording and maintaining daily, monthly, and annual statistics in respect of number of candidates tested applicant's names / age / gender, driver training institution attended type of license / permit applied for, success / failure rate, K53 statistics, etc. and submitting the required statistical returns.

- Performing eNaTIS related functions pertaining to processing of Learners/ Driver's license applications and results, and issuing of relevant licenses and permits.
- Conducts and/ or checks eye testing equipment (Orthorator) functionality on completion of routine maintenance sequences, by:
 - Referring to specification schedules and maintenance reports, testing equipment and checking printouts of readings for accuracy.
 - Lubricating or removing and replacing parts and attending to minor adjustments/ calibration and checks output against specifications.
 - Monitoring the execution of cleaning sequences and implementing corrective measures to support compliance with specific standards.
- Conduct TRAFFIC LAW ENFORCEMENT duties as and when required by their supervisor including call-outs etc.
- Obey any lawful instructions by your Supervisor.

To apply, please send your C.V, certified copies of qualifications, ID document, driver's license and covering letter (including details of at least 3 contactable references) to the *Human Resource Unit*, Ndlambe Municipality, P.O. Box 13; Port Alfred, 6170. Application forms are downloaded on the Municipal website (www.ndlambe.gov.za). A prospective candidate must declare any previous information that might compromise **Ndlambe Municipality**.

The closing date is Wednesday, 03 July 2024. For enquiries kindly contact the Human Resources Section at 046 604 5500.

Employment Equity Plan will be complied with. All applications who do not receive any response within 21 days of the advertisement, should know that their applications have not been successful.

NOTICE NUMBER: 114/2024
30 May 2024

ADV. R DUMEZWENI
MUNICIPAL MANAGER
