



THABAZIMBI LOCAL MUNICIPALITY

PRIVATE BAG X530

THABAZIMBI

0380

Tel.: 014 777 1525 / Fax: 014 777 1531

Applications are invited from suitable qualified experienced persons for appointment in the under mentioned post.

SENIOR LICENSING OFFICER **(COMMUNITY SERVICES DEPARTMENT)**

BASIC SALARY: Post Level 5 (R308, 682.73) per annum. Additional benefits attached to the position are as follows: ((i) Medical aid cover is subsidized by 60% of the total contribution for family members; (ii) Pension fund contribution by Municipality is 18% of basic salary; (iii) Housing subsidy is available on repayment of a bond provided that the house is registered in the name of the employee.

QUALIFICATIONS: Grade 12 plus eNatis Certificates. National Diploma in Administration will be an added advantage. Valid Driver's License.

EXPERIENCE: Minimum 3 years relevant working experience.

SKILLS: Communication Skills. Negotiation and Supervisory Skills.

KEY PERFORMANCE AREAS: Coordinate the processing of vehicle registration and licensing. Maintain records of processed licensing applications in a proper filing system. Reconcile payments and cash deposits against transactional information. Perform administrative activities in the vehicle registration component of the system. Forward verified statements to external authorities for processing. Provide routine information related to vehicle registration. Communicate with clients and establish the nature of enquiries. Compilation of reports as required. Supervision of staff in the licensing section.

CLOSING DATE: 20 AUGUST 2021

If you are interested and you are in possession of the necessary qualifications and experience, please address your application form obtainable on the municipality website (www.thabazimbi.gov.za), together with certified copies of qualifications and identity documents to the following address:

NOTICE NUMBER: 24/2021

Acting Municipal Manager
Private Bag X530
THABAZIMBI
0380

Application forms are also available at the Human Resources Office of the Thabazimbi Local Municipality, Corporate Services Department, Sarel Pelsler Centre, Rietbok Street, Thabazimbi or telephone number **014 777 1902 ext 105**.

APPLICATIONS BY FAX OR E-MAIL WILL NOT BE ACCEPTED.

Thabazimbi Local Municipality is an Equal Opportunity Employer and all appointments will be in accordance with the Employment Equity Act.

If you are not invited for an interview within 20 (Twenty) working days from the closing date, you must accept that your application was unsuccessful. No further correspondence will be entered into. Candidates will be subjected to verification of credentials. The municipality reserves the right not to make any appointment.

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NB. Canvassing with councilors is not permitted and proof thereof will result in disqualification.



**LG TLOUBATLA
ACTING MUNICIPAL MANAGER
THABAZIMBI LOCAL MUNICIPALITY**