

**RAY NKONYENI MUNICIPALITY
MUNICIPAL NOTICE: 033 of 2025**

Ray Nkonyeni Municipality, an equal opportunity employer, requires the services of suitably qualified, well-motivated, assertive and result driven candidates to appoint to the following posts:

PUBLIC SAFETY DEPARTMENT

**PRINCIPAL CLERK – DRIVER'S LICENCE TEST CENTRE
(TASK GRADE 07)**

Salary: R198 344,73 to R257 461,71 per annum (Excluding all benefits)

Requirements: Grade 12/ Matric • Computer literacy MS Word, MS Excel • Must be a registered Grade L Examiner for Driving Licence • Ability to operate the eNatis System, Licence Pro and SEU • Ability to communicate in local spoken languages • At least 3 years' experience in Driving Licence Fraternity • Experience in reconciling daily cash intake will be an added advantage.

Key Performance Areas: Issue of credit card driving Licence • Daily filing and faxing of documentation • Telephonic enquiries / enquiries from the public • Processing and recording of Driving Licence renewals • Responding to Audit queries relating to Driving Licence Test Centre Administration • Drawing of CD (cash up documents) on daily basis • Allocation of tasks and duties to subordinates • Ordering of stock, receiving and receipting and issuing thereof • Conducting Leaners Licence tests as and when required.

**SENIOR CLERK – DRIVER'S LICENCE TEST CENTRE
(TASK GRADE 06)**

Salary: R164 058,53 to R212 980,09 per annum (Excluding all benefits)

Requirements: Grade 12/ Matric • Computer literacy MS Word, MS Excel • Must be a registered Grade F Examiner • Ability to operate the eNatis System, Licence Pro, Live Enrollment Unit and Smart Enrollment Unit • Ability to communicate in local spoken languages • 1 year experience in Motor Licensing Environment.

Key Performance Areas: Issue of credit card driving Licence • Daily filing and faxing of documentation • Telephonic enquiries / enquiries from the public • Processing, capturing of Driving Licence renewals and bookings for learner and driving Licence tests.

Ray Nkonyeni Municipality is guided by the principles of Employment Equity.

Closing date: 20 March 2025

NB: Applications must reach our office by no later than 16h00 on the closing date!

Canvassing of Councillors will disqualify the applicant.

Submit **Application Form**, CV's with certified copies of all required documents to the Ray Nkonyeni Municipality, Department Corporate Services, 10 Connor Street, P O Box 5, Port Shepstone, 4240.

Enquiries : Acting Human Resources Manager
Telephone : (039) 688 2023 /2075/ 2077

NB : If you don't hear from us within 21 working days of the closing date, regard your application as unsuccessful.