



KGATELOPELE MUNICIPALITY

The Kgatelopele Municipality is located in the green Kalahari region of the Northern Cape Province, ZF Mgcawu District. The area is framed by a kaleidoscope of mining and farming activities, and natural tourist attractions. In exchange for your skills and expertise the Kgatelopele Municipality offers you a pleasant working environment thus invites suitable qualified candidates to apply for the following vacant position:

APPLICANTS ARE INVITED TO SUBMIT THEIR APPLICATIONS FOR THE FOLLOWING VACANT POSITION

DEPARTMENT: TECHNICAL, INFRASTRUCTURE & COMMUNITY SERVICES
POST: MOTOR REGISTRATION OFFICER

REFERENCE NO: KLM 01/2024/2025) ANNUAL REMUNERATION WILL BE BASED ON A TASK 6 (R158 614)

MINIMUM REQUIREMENTS AND QUALIFICATIONS

- Grade 12 Certificate (Matric) and E-Natis Certificate
- Minimum experience of 1-3 (one to three) years' experience in a similar environment

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCES REQUIRED

- Computer literacy (MS Office Applications).
- Good human relations, interpersonal, analytical and communication skills.
- Ability to give attention to detail in terms of reading and writing.
- High level of responsibility.
- Ability to work under pressure, after normal working hours, during emergencies and planned overtime.

KEY PERFORMANCE AREAS

- Attends to the processing of vehicle and registration applications in accordance with E-Natis procedures.
- Performs various administration and cashier duties.
- Performs tasks/activities associated with the receiving and receipting of payments.
- Reconcile payments and cash deposits against transactional information/statements prior to forwarding for depositing.
- Provide information and explanations to general enquiries related to vehicle licensing and registrations.
- Attends to procedural administrative requirements, record keeping and reporting deadlines

FINANCIAL INTEREST

- Kgatelopele Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the municipality including remuneration, advertisement, etc; should it be discovered that the successful candidate submitted false or insufficient information which resulted to the contravention of the provisions of Municipal Council Policies, Municipal Systems Amendment Act No. 7 of 2011 or any other relevant legislation;
- If no communication has been received from us within thirty (30) days after the closing date, please consider your application not successful. The Municipality reserves the right to appoint or not appoint any person.
- Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will automatically disqualify the applicant.
- The successful candidate will be held personally liable for certain costs incurred during recruitment if he or she, after being appointed decline to accept the appointment.
- If you meet the stated requirements, a fully completed Annexure C Application Form, Detailed Curriculum Vitae, recently certified copies of all qualifications, a recently certified copy of the Identity Document and Driver's License (certified copies must not be older than 3 months) and proof of Competency level, where applicable is required.
- No fax or e-mailed applications will be considered; applications received after the closing date indicated below will not be accepted.

Applications can be posted to The Municipal Manager
Attention: Adv. W Blundin
Kgatelopele Municipality
P.O. Box 43
DANIELSKUIL
8405

Or can be hand delivered at:

Kgatelopele Municipality at the Human Resource Office.

Enquiries may be directed to Acting Senior Human Resource Management Officer
Ms. C. Van Rooyen (053) 384 0101 during office hours between 07:30 am – 16:45pm Monday
to Thursdays and Fridays till 15:30pm.

CLOSING DATE: 24 July 2024 at 12:00pm