

R533 Graskop Road.
Opp Mapulaneng DLTC
Bushbuckridge
Co-ordinates: 31°3'59.796" E 24°50'24.3304"S
Tel: 013 004 0291/92/95



Private bag x 9308
Bushbuckridge
1280
Email: info@bushbuckridge.gov.za
Website: www.bushbuckridge.gov.za

ADVERTISEMENT

The Bushbuckridge Local Municipality which is an equal opportunity and affirmative action employer seeks to appoint suitably qualified person/s for the following position.

POST : MANAGEMENT REP VTS (1 POST)
REMMUNERATION : R464, 454.32 PER ANNUM
DIRECTORATE : COMMUNITY SERVICES
CENTRE : MHALA DLTC

REQUIREMENTS

- Grade 12 Certificate
- Grade "B" examiner of driving licenses Diploma
- Computer literacy
- Valid code EC driving license
- Knowledge and understanding of NRTA 93/1996 and its regulations
- Valid PRDP
- 4 Years' experience in supervising role in related environment
- Knowledge of Enatis
- Understanding of SANS in terms of SABS standard vision

RESPONSIBILITIES

- Communicating with the Chief Licensing Officer on specific Key Performance Areas (driving testing, Communication and Quality Assurance) with a view to aligning functions and service delivery objectives against the capacity and capability of the Section.
- Analysing service delivery trends and capacity against requirements and submits reports supporting specific provisions for consideration during the preparation of capital and operational expenditure estimates to support plans and objectives.
- Monitoring attendance/ conduct and output and addressing deviations from agreed performance indicators through meetings/ counseling and/ or other approved methods designed to improve and motivate personnel
- Establishing the adequacy and availability of personnel against agreed outcomes, preparing schedules and motivating to the immediate superior for additional resources to support the implementation of operational plans
- Assessing the operations of the Driver's License Testing Centre and evaluating the quality of output through analysis and interpretation of audit reports

Application forms indicating the position being applied for, together with a comprehensive Curriculum vitae and certified copies of qualifications should be forwarded to:

The Municipal Manager
Bushbuckridge Local Municipality
Private Bag X 9308
BUSHBUCKRIDGE
1280

OR Hand delivery to office no 55(Registry)
R533 Graskop Road
Bushbuckridge

NB If you are not contacted within six weeks after the closing date, consider your application as being unsuccessful.

Closing date : 18 March 2022.

Enquiries: Acting HR Manager: Hobyane D

Tel: 013 0040291 during office hours from 08:00 to 16:00

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| BUSHBUCKRIDGE LOCAL MUNICIPALITY |
| CORPORATE SERVICES |
| HUMAN RESOURCE MANAGER |
| 01 -03- 2022 |
| SIGNATURE:  |
| PRIVATE BAG X9308, BUSHBUCKRIDGE, 1280 |
| TEL: 013 799 1857 / FAX: 013 799 1865 |