



**MANDENI LOCAL MUNICIPALITY
ADVERTISEMENT
INTERNAL/ EXTERNAL VACANCY**

The Mandeni Municipality, an affirmative action and equal opportunity employer herewith invites applications from suitably qualified and competent persons for appointment to the following position.

DEPARTMENT : COMMUNITY SERVICES AND PUBLIC SAFETY
POSITION : EXAMINER OF DRIVER'S LICENCE (PERMANENT APPOINTMENT)
TASK GRADE : T 12
SALARY NOTCH : R 401 049 per annum
SALARY SCALE : (R 401 049 pa – R 520 584 pa)
(Subject to implementation of 2020 T.A.S.K. job evaluation final outcome result)
CLOSING DATE : FRIDAY, 24 OCTOBER 2025 @12:00pm
REF NO : PN 83/2025

MINIMUM REQUIREMENTS:

- Grade 12.
- Diploma in Traffic Officer
- Examiner of Driver's License Diploma Grade A
- Driving License, Code A& EC
- Registered as an examiner for driving licenses or NATIS user.
- Minimum of 2-3 years of practical experience as a driver's license examiner.
- Must have a sound knowledge of the National Road Traffic Act.

KNOWLEDGE/SKILLS & COMPETENCIES:

- In-depth knowledge and extensive understanding of testing and licensing.
- Ability to work long hours under pressure, interpretation and implantation policies, legislative and national policy frameworks, and reporting writing skills.
- Ability to demonstrate leadership record and be visibly committed to attaining the council objectives.
- Excellent interpersonal relations skills.
- General knowledge of the ENATIS system, administration, Eye testing, and knowledge of registering learner license applicants on the LicencePro System (DLTC & RA)



- Ability to demonstrate leadership record and be visibly committed to attaining the council objectives.

DUTIES

- Evaluate applicants for Learner's/ Driving License tests as required by the National Road Traffic Act 93/1998
- Evaluate the competency of Municipal drivers to drive a Municipal vehicle
- Tests applicants for Instructors Certificate by evaluating them in theory and practice to ascertain their ability to instruct other learners.
- Tests applicant's eyes on the prescribed eye testing machines for all applications
- Coordinates and controls the application of procedures associated with the vehicle/ driver testing and registration or licensing
- Attends to specific administrative recording and recordkeeping sequences, and meetings
- Communicating with the Superintendent on specific Key Performance Areas with a view to aligning functions and service delivery objectives against the capacity and capability of the Section.

BENEFITS:

All standard Municipal Fringe benefits which *inter-alia* includes a Housing Subsidy, Medical Aid, Cell phone allowance and Pension fund would be applicable to the above post.

DIRECTIONS TO CANDIDATES:

Enquiries must be directed to Manager Human Resource and Administration; tel: (032) 456 8200. Apply online using Mandeni Municipal Website www.mandeni.gov.za and attach full CV, photocopies of certificates, quoting the relevant reference number. **Certified copies of certificates will only be submitted by the shortlisted candidates.** If you do not hear from us within 30 days of the closing date, consider your application as unsuccessful.

NB: The municipality is an equal opportunity affirmative action employer and reserves the right not to make appointment.


SG KHUZWAYO
MUNICIPAL MANAGER

DATE : 13/10/2025