

# KNYSNA MUNICIPALITY

Applications are hereby invited from suitably qualified individuals with enthusiasm for the following career opportunity in our dynamic organisation:



## **SENIOR CLERK (Motor Vehicle Registration) TRAFFIC SECTION DIRECTORATE COMMUNITY SERVICES**

**TASK LEVEL 6  
R83 568 to R108 456 (Basic Salary)**

### **KEY PERFORMANCE AREAS OF POST:**

- MOTOR VEHICLE REGISTRATIONS AND CASHIER
- POSTAL RENEWALS
- FILING OF ALL FILES
- BALANCE CASH AND DEPOSITS
- ANSWERING TELEPHONE
- ASSISTING PUBLIC WITH PROBLEMS
- RELIEF DUTIES AT KNYNSNA, SEDGEFIELD OFFICES AND VEHICLE TESTING STATION

### **MINIMUM QUALIFICATIONS AND REQUIREMENTS**

GRADE 12  
COMPUTER LITERACY  
VALID DRIVERS LICENCE  
KNOWLEDGE AND EXPERIENCE OF THE E-NATIS SYSTEM WILL BE ADVANTAGEOUS

The successful candidate must be prepared to use their own transport for travelling purposes.

**Applicable Municipal benefits will apply.**

**Appointments will be made according to the Council's Employment Equity Plan, which ensures representation of designated groups in the Municipality.**

Application Forms are obtainable from RECEPTION. Applications must be clearly marked "Senior Clerk (Motor Vehicle Registration)" and returned to the Human Resource Department or Fax Number: (044 3026333) or email: [knysna@knysna.gov.za](mailto:knysna@knysna.gov.za)

**CLOSING DATE: 22 MAY 2013**

**Please note:** If you receive no notification regarding this advertisement within one month of the closing date, please assume that your application was unsuccessful.

**L WARING**

**MUNICIPAL MANAGER**

**The Municipality reserves the right not to make an appointment.**