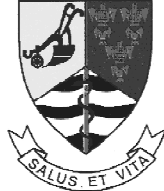


# **BELA-BELA LOCAL MUNICIPALITY**

Chris Hani Drive, Bela-Bela, 0480, Private Bag X1609, Bela-Bela, 0480



**Bela-Bela Local Municipality invites applications from suitably qualified candidates to fill vacant positions within its establishment.**

**Social and Community Services Department**

**Vacancy: Senior Licensing Officer (Notice Number 18/18)**

**Duration: Permanent**

**Salary: R222 319-60 per annum (Post Level 6)**

**Requirements:** Grade 12 plus E-Natis Certificates. Computer Literacy. Two (2) years' experience in E-Natis and supervisory environment. National Certificate in Public Administration will be an added advantage.

**Duties:** Coordinate the process of vehicle licensing. Maintain records of processed licensing applications in a proper filing system. Reconcile payments and cash deposits against transactional information. Forward verified statements to external authorities for processing. Provide routine information related to vehicle registration. Communicate with clients and establish the nature of enquiries. Supervision of staff in the licensing section.

Applicants are required to complete and submit the application form (**which can be obtained from our website and municipal records office**), together with comprehensive CV, certified copies of qualifications and identity documents to the Acting Municipal Manager, Bela Bela Local Municipality, Private Bag X1609, Bela Bela 0480 or hand deliver to 58 Chris Hani Drive, Bela Bela, Records/registry office. For further information please contact Ms. N. Ramolobeng or Mr. T. Maheso on 014 736 8000/8070/8078/8081. Faxed or e mailed applications will not be accepted. Further note that all shortlisted candidates will be subjected to security vetting and verification of credentials. Bela Bela Local Municipality is committed to the achievement and maintenance of diversity and employment equity, race, gender and disability. Individuals from these designated groups are encouraged to apply. Bela Bela Local Municipality reserves the right not to make appointments. If you do not hear from us a month after the closing date, kindly accept that your application was unsuccessful.

**FR NTEKELE  
ACTING MUNICIPAL MANAGER**

**CLOSING DATE: 6 April 2018**