



Overstrand Munisipaliteit is 'n dinamiese sentrum van uitnemendheid waar die gebied se besondere potensiaal binne 'n pragtige omgewing ontsluit word. Ons taak is om ewewigtige groei en ontwikkeling binne ons natuurlike omgewing tot voordeel van al ons mense in hulle onderskeie gemeenskappe te bevorder. Die Munisipaliteit sluit die Hangklip/Kleinmond, Hermanus, Stanford en Gansbaai areas in.

Overstrand Munisipaliteit is 'n werkgewer met 'n beleid van gelyke geleenthede wat daarna streef om 'n dinamiese en effektiewe diens aan sy gemeenskap te lewer. Bevoegde en selfgemotiveerde mense wat uitdagings geniet en kandidate uit die aangewese groepe, word genooi om deel van die topspan te word en vir die volgende pos aansoek te doen:

Senior Klerk: Lisensiëring (Hermanus)

• Direkoraat: Beskermingsdienste (Verw.: WC0320396) • Salaris: R137 244 per jaar

Minimum vereistes: • 'n Graad 12-sertifikaat • E-Natis kassier-sertifikaat • een (1) jaar ervaring in lisensiëring van voertuie • rekenaargeletterdheid in E-Natis stelsel • kommunikasievaardighede in minstens twee van die drie amptelike tale van die Wes-Kaap.

Hooffunksies: • registrasie en lisensiëring van motorvoertuie • registreer omgeboude en ingevoerde voertuie • hanteer aansoeke vir registrasie-/deregistrasiesertifikate; diskrete en verpersoonlikte nommerplate • uitreiking van tydelike en spesiale permitte • lisensiër; skrap of deregistrasie van voertuie • hanteer veranderinge van eienaarskap • inhandiging van RPI- en RPC-vorms vir polisie-klarings • balanseer daaglikse kontant.

Meer inligting kan verkry word deur mnr R Fraser by tel. 028 313 8165 te skakel.

Benewens die bovermelde salaris bied hierdie pos mededingende voordele wat 'n 13de tjek, mediese bystand, pensioenvoordele, 'n behuisingsubsidie/-toelaag, asook meubelvervoer onder bepaalde voorwaardes insluit.

Sluitingsdatum: Vrydag, 20 November 2020 om 15:00.

Kennisgewing aan aansoekers

- Dankie vir u belangstelling om by ons aansoek te doen om 'n betrekking.
- Alle aansoeke moet vergesel wees van 'n dekbrief wat die posbenaming waarvoor u aansoek doen duidelik weerspieël, 'n afskrif van u ID, bestuurderslisensie (indien versoek) en opvoedkundige kwalifikasie.
- Geen stawende dokumentasie sal teruggestuur word nie.
- Aansoeke kan gerig word aan die Senior Bestuurder: Menslike Hulpbronne, Munisipaliteit Overstrand, Posbus 20, Hermanus, 7200 of faks/e-pos na 0864967735/jobapplications@overstrand.gov.za. Aansoeke/stawende dokumente groter as 4MB per e-pos word nie geakkommodeer nie.
- Kandidate wat nie al die stawende dokumente indien nie, sal nie vir hierdie pos oorweeg word nie. Geen laat aansoeke sal oorweeg word nie.
- Verdere kommunikasie sal beperk word tot kortlys kandidate. As u nie binne ses weke na die sluitingsdatum terugvoering ontvang nie, beskou asseblief u aansoek as onsuksesvol.
- Alle aanstellings sal onderhewig wees aan die nagaan van verwysings van vorige en huidige werkgewers. U aansoek vir hierdie betrekking sal as toestemming beskou word om u kwalifikasies te bevestig.
- Die Raad behou die reg om nie 'n aanstelling te maak nie.



Overstrand Municipality is a dynamic centre of excellence combining great potential with a beautiful setting. Our task is to bring about growth and development to the benefit of all our people, in their different communities, whilst maintaining a balance with nature. The Municipality includes the areas of Hangklip/Kleinmond, Hermanus, Stanford and Gansbaai.

Overstrand Municipality, an equal opportunity employer, strives to render a dynamic and effective service to the community. Competent and self-motivated people and people from the designated groups who enjoy challenges are invited to join our leading team and to apply for the following vacancy.

Senior Clerk: Licensing (Hermanus)

• Directorate: Protection Services (Ref.: WC0320396) • Salary: R137 244 per annum

Minimum requirements: • a Grade 12 Certificate • an E-Natis cashier certificate • one (1) year's experience in licensing of vehicles • computer literacy in E-Natis system • communication skills in at least two of three official languages of the Western Cape.

Main functions: • registration and licensing of motor vehicles • registering of modified and imported vehicles • handle applications for registration/deregistration certificates, discreet and personalised number plates • issue temporary and special permits • licensing, scrapping or deregistration of vehicles • handles changes of ownership • submit RPI and RPC forms for police clearances • daily cash up.

More information may be obtained from Mr R Fraser on tel. 028 313 8165.

In addition to the above-mentioned salary, this position offers competitive benefits which include a 13th cheque, medical aid, pension, housing subsidy/allowance and removal costs under certain conditions.

Closing date: Friday, 20 November 2020 at 15:00.

Notice to applicants

- Thank you for your interest in seeking employment with us.
- All applications should be accompanied by a covering letter clearly reflecting the name of the position applying for; a copy of your ID; driver's licence (if required) and educational qualifications.
- No supporting documentation will be returned.
- Applications can be forward to the Senior Manager: Human Resources, Overstrand Municipality, PO Box 20, Hermanus, 7200 or fax/email to 0864967735/jobapplications@overstrand.gov.za. Applications/supporting documents larger than 4MB sent via email are not accommodated.
- Candidates who do not submit all the supporting documentation as requested, will not be considered for this position. No late applications will be considered.
- Further communication will be limited to short listed candidates. If you have not received a response within six weeks of the closing date, please consider your application as unsuccessful.
- All appointments are subjected to reference checking from previous and current employer(s). Your application for this post will be considered as consent to verify your qualifications.
- The Council reserves the right not to make an appointment.