



**DIRECTORATE: COMMUNITY SERVICES
DIVISION: TRAFFIC SERVICES**

**EXAMINER GRADE L
(PERMANENT)**

SALARY: R 171 788.78 – R 222 937.45 [T7]

Job Purpose: To render a support service regarding testing of eyes for learner's and driving licenses, renewals of driving licenses and PRDP's. Co-ordinate tasks associated with the testing and issuing of learners and driving licenses, to ensure drivers conform with the requirements of the Road Traffic Act and Regulations contributing to the safety of all road users.

Duties: To ensure that the applicants have duly completed the application form, signed it and compare the ID document with the application form. Complete the prescribed application form and complete the eye test on the LEU eye testing equipment. To ensure that the eye test is according to the specifications of the National Road Traffic Act 93/1996 and National and Provincial guidelines. Undertake live enrolment unit functions. Complete the prescribed application form to authorize the renewal of the driving license. Attend to driving license and related queries. Attend to PrDP related queries. Control learners license test material according to the Legislation of the National Road Traffic Act, and HSRC requirements. Conduct the prescribed learner's license test with the applicants in line with the HSRC manual and policy. Mark the test forms and complete the prescribed forms, determining the result – pass or fail. Authorize the issuing of the learner's license on eNatis. Complete all the administration functions related to the learner's license test. To ensure that the Learners tests are conducted as per National Road Traffic Act, Provincial and National guidelines. Ensure all stationery and required documentation is prepared in advance to conduct exams. Keep statistical record of passes and failures and submit to the immediate superior for inclusion in official reports. To ensure information, records and reports are organized, completed, submitted, and maintained in accordance with procedures and guidelines directing administrative outcomes. Adhere to Health and Safety procedures according to the OHS policy. Adhere to legislation regarding infectious diseases.

Requirements: Grade 12, Examiner of Driving License and Diploma and registration as a Grade L Examiner. Good communication skills, interpersonal skills. Proficient in at least 2 of the 3 official languages in the Western Cape. Computer skills (MS Office) and good conflict handling skills. Attention to detail.

Experience: 1 year relevant Grade L examiner experience in terms of the key performance area indicated/identify above.

PLEASE NOTE:

1. Please read the conditions carefully, only those who comply with the conditions will be considered.
2. The Municipality is an Equal opportunity employer and as such will observe the requirements of the **Employment Equity Act** and its **EE plan**.
3. To apply in assured confidence, please do so on the e-mail address: **jobs@bvm.gov.za**.
4. **When applying please ensure that you submit/attach the compulsory and fully completed BVM application form which can be downloaded from the municipal website at <https://bvm.gov.za/download/2022-application-form-for-employment-msr/>.**

Also attach an updated CV (Including details of at least 3 contactable WORK REFERENCES and the relevant numbers), certified copies of qualifications, covering letter and drivers licence.

5. Any candidate appointed at the **Breede Valley Municipality** will sign an employment and performance agreement that will be subject to probation monitoring and performance monitoring in accordance with the Local Government : Municipal Staff Regulations.
6. Certain applicable posts will be subject to screening, vetting and medical assessment before appointment.
7. **For enquiries contact the Human Resources Office at 023 348 4961 or on email address: ssatarein@bvm.gov.za and mntukulo@bvm.gov.za .**

All applications should reach us by **08 July 2022 at 13:00**

Please note that:

- No late applications will be considered.
- **Only e-mailed applications will be accepted.**
- If you have not heard from us within 60 days of the closing date, please accept that your application has been unsuccessful.
- Canvassing with Councillors or any other decision-maker is not permitted, and proof thereof will result in disqualification.
- Fraudulent qualifications documentation will immediately disqualify any applicant.

The Municipality reserves its right not to make an appointment.