



(EXTERNAL ADVERTISEMENT)

**DIRECTORATE: COMMUNITY SERVICES
DIVISION: TRAFFIC SERVICES
SECTION: DRIVER'S LICENSE TESTING (DLTC)
LOCATION: DE DOORNS**

EXAMINER GRADE L (PERMANENT)

BASIC SALARY: R 201 462.04 – R 261 445.67 per annum [T07]

TOTAL COST TO COUNCIL: R 293 803 – R 371 135 per annum

(Inclusive of Municipal benefits: Group Life Scheme, Pension Fund etc.)

Ref: CS/TSD05/0525

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:

- 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.
- Ensure that every applicant eyesight meets the minimum requirement in terms of the Road Traffic Act, for the specific code he/ she apply, before authorizing the applicant's application
- Ensure that LEU equipment is cleaned after each test.
- Ensure that the eye test of New Applications for Learner's license, Driver's license, Professional driving permit and the renewal of driving licenses is according to the specifications of the National Road Traffic Act 93/1996 AND National and Provincial guidelines.
- Complete the prescribed application form to authorize the renewal of the driving license.
- Take fingerprints on LEU, use camera for a photo and complete the hand signature on the LEU system.
- Attend to driving license and related queries.
- Attend to PrDP related queries.
- Conduct the prescribed learner's license test with the applicants in line with the HSRC manual and policy.
- Authorize the issuing of the learner's license on eNatis.
- Complete all the administration functions related to the learner's license test.
- Ensure all stationery and required documentation is prepared in advance for the conduction of exams.
- Keep statistical record of passes and failures and submit to the immediate superior for inclusion in official reports.
- Check police clearance on LEU and print reports so that the professional driving permits can be issued or referred to the Province if needs be.

- Ensure a safe working environment, to promote a healthy workplace and to ensure the safety of the community.

Minimum Requirements:

- Grade 12
- Examiner of Driving License Diploma and registration as a Grade L Examiner
- 1 years relevant experience
- Computer Literacy: MS Office
- Good conflict handling skills
- Attention to detail
- Proficient in at least 2 of the 3 official languages in the Western Cape.

Preferred Requirements:

- Training and experience of eNatis system.
- Code B driver's license

Competencies: (For a detailed description of competencies, read competency level 2 from page 52 / 770 of the Competency Framework on our website / on this link- <https://bvm.gov.za/download/municipal-staff-regulations-competency-framework/>)

Core Professional Competencies: Written Communication, Oral Communication, Attention to Detail, Influencing, Ethics and Professionalism, Organisational Awareness, Problem Solving, Planning and Organising.

Functional Competencies: Business Processes, Use of Technology, Data Processing & Analysis.

Public Service Competencies: Interpersonal Relationships, Service Delivery Orientation, Client Orientation and Customer Focus.

Personal Competencies: Action Orientation, Resilience, Change Readiness, Learning orientation

Management/ Leadership Competencies: Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring.

PLEASE NOTE: Please read the below conditions carefully, only those who comply with the conditions will be considered:

1. No late applications 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. **Only online applications will be accepted via the link:** <https://bvmjobs.mcidirecthire.com>
4. **When applying via the link above please ensure that you fill in all required fields.**
5. **Also attach an updated CV (Including details of at least three (3) contactable WORK REFERENCES and the relevant numbers), certified copies of qualifications, and covering letter.**
6. Any candidate appointed at the **Breede Valley Municipality** will sign an employment and performance agreement subject to probation per the Local Government: Municipal Staff Regulations.
7. Candidates will be subject to a practical test.
8. **For enquiries contact the Human Resources Office at 023 348 4961** or by email address: jobs@bvm.gov.za
9. Canvassing with Councillors or any other decision-maker is not permitted, and proof thereof will result in disqualification.
10. Fraudulent qualifications documentation will immediately disqualify any applicant.
11. If you have not heard from us within sixty (60) days of the closing date, please accept that your application has been unsuccessful.

All applications should reach us by **30 May 2025 at 13:00**.

The Municipality reserves its right not to make an appointment.