



BUSHBUCKRIDGE LOCAL MUNICIPALITY

Private Bag X 9308
Bushbuckridge
1280
R533 Graskop Road opp. Mapulaneng DLTC
Maviljan Region
Bushbuckridge

Tel: 013 799 1835/45/51/57

Fax: 013 799 1865

Email: info@bushbuckridge.gov.za

Website: www.bushbuckridge.gov.za

Post : Quality Control Officer (Mhala DLTC) x1
Directorate : Community Services
Remuneration : R 322 519.27
Centre : MHALA DLTC

RESPONSIBILITIES:

- To monitor compliance to the NRTA by all licensing units
- To monitor compliance to the ENaTIS policy guidelines
- To monitor the usage of all face values at the core Authority and licensing centers
- To ensure that the face value registers are kept up-to-date at all times
- To monitor the ordering and safe keeping of face values both at core Authority & Licensing centers
- To submit reports on findings from internal and /external inspections on monthly basis to the Senior Licensing Officer
- Monitors the logging ,verification & approval of documents in terms of TRF requirements
- Monitor the completion of process forms
- Advise the Chief Licensing Officer about advanced system to ensure compliance to legislation
- Monitor BMP compliance as per Department directives

REQUIREMENTS:

- Computer literacy
- Grade 12 certificate
- Certificate or Diploma in Financial Management
- Knowledge and understanding of ENaTIS system
- 2 years experience as ENaTIS practitioner in a licensing environment
- Good communication skills
- Excellent report writing skills
- Prepared to work under pressure
- Prepared to be rotated to other Municipal Offices
- Good customer care
- Sound interpersonal relations skills

Valid code C1 driving license

Application forms can be accessed from our website: www.Bushbuckridge.gov.za or collected from Head Office (Bushbuckridge), including all our eleven (11) Regional Offices. Interested candidates meeting the above requirements are invited to forward their comprehensive CVs, certified copies of Identity Document and qualifications to the following address; Any falsification information be it in a form of postal or residential address, qualifications, references or any other information given by the applicant will lead to dismissal upon discovery by the employer.

The Municipal Manager

OR Hand delivery to office no 55(Registry)

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NB If you are not contacted within six weeks after the closing date, consider your application as being unsuccessful

The Municipality reserves the right not to appoint

Closing date : 29 April 2016

