



## LOCAL ADVERTISEMENT

The Bushbuckridge Local Municipality which is an equal opportunity and affirmative action employer seeks to appoint suitably qualified person/s for the position of:

**POST** : **LICENSING CLERK X3**  
**Directorate** : **COMMUNITY SERVICES**  
**REMUNERATION** : **R188 364.03 PER ANNUM**  
**CENTRE** : **MHALA DLTC**

### Responsibilities:

- Registration & Licensing of motor vehicles
- Deregistration of motor vehicles
- Conduct change of motor vehicle ownership
- Issuing of temporary and special permits
- Cash collection and cash-up
- Cash and face value reconciliations
- Processing of request for RPC
- Issuing learners and temporarily driving licenses
- Ensure balancing of monies collected on a daily basis

### Requirements:

- Computer literacy
- Grade 12 certificate
- Certificate in financial management
- Good communication skills
- Prepared to work under pressure
- Prepared to be rotated to other Municipal Offices
- Good customer care
- Sound interpersonal relations skills
- Sound knowledge in cash management

Application forms can be accessed from our website: [www.bushbuckridge.gov.za](http://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  
Bushbuckridge Local Municipality  
Private Bag X 9308  
BUSHBUCKRIDGE  
1280

OR Hand delivery to office no 55(Registry)  
R533 Graskop Road  
Bushbuckridge

**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 : 01<sup>st</sup> of December 2017**