



# BUSHBUCKRIDGE LOCAL MUNICIPALITY

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Email: [info@bushbuckridge.gov.za](mailto:info@bushbuckridge.gov.za)

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

Website: [www.bushbuckridge.gov.za](http://www.bushbuckridge.gov.za)

## 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** : **QUALITY CONTROL CLERK X1**  
**Directorate** : **COMMUNITY SERVICES**  
**REMUNERATION** : **R186 364.03 PER ANNUM**  
**CENTRE** : **MAPULANENG DLTC**

### Responsibilities:

- To conduct random inspections on all licensing processes at Mhala, Mapulaneng and the four licensing centers
- To conduct intermediate inspections on all application forms tendered at the core Authority & satellite licensing centers
- To check whether face value register are up to date
- To check whether cash reconciliation documents are correctly completed
- To check whether all forms are date stamped and correctly completed
- To monitor the ordering and safe keeping of face values both at core Authority & licensing centers
- To check whether cash is banked daily as per MFMA
- To check whether filling is correctly done
- To check whether unclaimed driving license cards are indeed defaced
- To check whether there are no long queues and advise the Quality Control Officer accordingly.
- To monitor the BPM system and report deviations to the immediate supervisor
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### Requirements:

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

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

**Closing date** : **15 December 2017**

