

SWELLENDAM MUNICIPALITY
VACANCY: EXAMINER OF VEHICLES

(Directorate Community Services : Salary T09 > R229 464 – R297 864 per annum plus normal benefits)

Requirements:

- Grade 12;
- Diploma/Registered as Examiner of Vehicles (Grade A);
- 3+ years relevant experience with no previous convictions;
- Valid driver's license (Code A & EC);
- Bilingual in two of the official languages in the Western Cape.

Duties:

- Determine mechanical roadworthiness of all codes of vehicles in accordance with Road Safety and Traffic legislations, conducting visual tests and using electronic test equipment to establish conformance/ deviations with specifications and/ or driving vehicles to assess braking/ steering performance prior to issuing certification.
- Complete procedural information, forms, documents and notifications and submit for further processing.
- Update schedules and registers reflecting licensing and testing applications processed and extracting summarized reports detailing the status of activities and forwarding to the immediate superior for processing.
- Amend procedure manuals guiding testing sequences to read current with legislative requirements and specific regulations.
- Maintaining records of applications, reports and tests, to file documentation and/ or accessing/ retrieving information to support query resolution.
- Ensure the correct usage of equipment, vehicles and materials;
- Conduct and/or check testing equipment functionality on completion of routine maintenance sequences.

Enquiries can be directed to Mrs Charlene Saaiman, Chief : Traffic & Law Enforcement Services, at telephone (028) 514 8500 / 514 8562.

Applications are to be submitted on the **prescribed application** form [obtainable from the Swellendam Municipality webpage (www.swellendam.gov.za) or from all administrative offices] together with a CV, certified copies of **ALL** qualifications mentioned on the CV, a copy of your Identity Document, driver's license and at least two (2) contactable references. Applications must be submitted to the Human Resources Manager (Mr. P. Le Roux), to reach him on or before **Friday, 17 November 2023 at 16:00**. Applications that do not include the requested supporting documentation will be automatically disqualified. Applications can be handed in at the various administrative offices in Swellendam, Buffeljagsrivier, Suurbraak and Barrydale. **NO** applications by fax will be accepted. **NO** late applications will be considered. Applications via e-mail (*max 20 pages*) can be sent to careers@swellendam.gov.za

Swellendam Municipality is an equal-opportunity employer. The employer reserves the right not to make an appointment. Canvassing with councillors is a violation and will lead to the disqualification of an application. If you do not receive feedback within two months after the closing date, you can assume that your application was unsuccessful.

HR Office > 6 Rhenius Street/ (P.O. Box 20)
SWELLENDAM, 6740
Tel: (028) 514 8500

A. VORSTER
MUNICIPAL MANAGER

(Notice HR 42/2023)