



INTERNAL ADVERT

The Mkhambathini Municipality hereby invites suitably qualified applicants to apply for the following position:

DEPARTMENT: COMMUNITY SERVICES

PRINCIPAL CLERK: LEARNERS LICENSING (X2) (PERMANENT POSITION)

REMUNERATION: R206 239.92 - R267 714.12 Per annum (Task Grade 07 of Grade 1 Local Municipality plus benefits as prescribed by collective agreements of local Authorities)

MINIMUM REQUIREMENTS

- Grade 12
- Minimum 1 - 2 years' relevant clerical/administrative experience
- Computer Literacy (Office Applications).
- Valid driver's license (Minimum Code B).

KNOWLEDGE SKILLS AND COMPETENCY

- Ability to apply prescribed learners licensing procedures and requirements
- Good interpersonal and communication skills (written & verbal)
- Good record-keeping and document management skills
- Good customer service and public enquiry handling skills.

KEY PERFORMANCE AREAS

- Attend to and confirm bookings for Learners Driving Licence testing and capture candidates' details.
- Capture and process Learners Driving Licence applications on eNatis and ensure that applicant information is accurately recorded.
- Issue application forms and obtain applicants' fingerprints as part of the learners licensing application process.

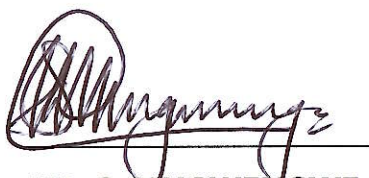
- Conduct eye testing and record the results on the relevant application forms.
- Process and attend to Professional Driving Permit (PDP) applications and forward completed documentation for finalisation.
- Perform cashier activities by collecting and receipting fees payable for applications and issuing acknowledgement receipts.
- Attend to customer enquiries, explain learners licensing and PDP procedures and issue the required forms.
- Refer complex enquiries to the Learners Licensing Supervisor or relevant departmental personnel.
- Maintain accurate application information, registers and supporting documentation and ensure that licensing activities are performed in accordance with prescribed procedures.

Application form (accessible from the municipal website and municipal office) clearly stating the position you are applying for, together with a comprehensive CV and certified copies of qualifications must be sent to the: **The Municipal Manager, Mkhambathini Municipality, Private Bag X04 Camperdown 3720 or hand deliver at: No 18 Old Main Road, Camperdown, 3720 or emailed to: Recruitment@mkhambathini.gov.za**

Closing date: 24 August 2026. Kindly note that should you not be contacted within a period of 30 days after closing date, consider your application unsuccessful.

Enquiries regarding the post can be directed to Ms. A.N Ngidi, Human Resources Officer at 031 785 9345.

Mkhambathini Municipality subscribes to an Employment Equity, Affirmative Action Programme which is non-racist, non-sexist and based on merit.



MR. S. MNGWENGWE
MUNICIPAL MANAGER