

# MSUKALIGWA LOCAL MUNICIPALITY



PO Box 48  
Ermelo  
Mpumalanga Province  
South Africa  
2350



Civic Centre Building  
c/o Kerk & Taute Street  
Ermelo  
Mpumalanga Province  
South Africa  
2350

Customer Care Center: 08611 MSUKA [67852]  
Main Fax: +27 17 801-3851

Internet: [www.msukaliqwa.gov.za](http://www.msukaliqwa.gov.za)  
E-Mail: [msuka@msukaliqwa.gov.za](mailto:msuka@msukaliqwa.gov.za)

## "IS AN AFFIRMATIVE ACTION EMPLOYER"

Applications are hereby invited from suitably qualified and competent persons for appointment to the under mentioned positions. No application will be accepted without certified copies of qualifications as set out below.

### COMMUNITY AND SOCIAL SERVICES

POSITION	:	LICENSING OFFICER
REF. NO.	:	36/19
POST LEVEL	:	8
SALARY SCALE	:	R 188 502.84 – 213 489.36 pa
QUALIFICATIONS	:	Grade 12, NQF Level 4 Diploma in licensing, Computer Literacy. Plus 2 Years working experience in licensing
DUTIES	:	Receiving applications form from the public, establishing the correctness of completeness information or, providing guidelines and clarifying specific details in respect of the application. <ul style="list-style-type: none"><li>- Completing specific sections of the application designated for, official use only, inserting details relating to identification and reference of vehicle and persons.</li><li>- Checking system information, tracking vehicle/ permit details on the National traffic Information System databases and assessing the status of the application.</li><li>- Validating documentary proofs and details in respect of vehicle registrations and permits against system information prior to requesting application to proceed with fee payment.</li><li>- Issuing or declining permits and licenses based procedural guidelines and provisions of Acts and By-Laws upheld.</li></ul>

APPLICATION FORMS ARE AVAILABLE ON THE MSUKALIGWA LOCAL MUNICIPALITY WEBSITE  
([www.msukaliqwa.gov.za](http://www.msukaliqwa.gov.za)) / HR OFFICE

FOR ENQUIRIES CONTACT HUMAN RESOURCES – MS. L.P. MNISI ON 017 801 3580 DURING OFFICE HOURS  
CLOSING DATE – 15 MARCH 2019 (12 NOON). VETTING IS THE MUNICIPAL PRIMARY SELECTION CRITERIA, THEREFORE ALL  
SUCCESSFUL APPLICANTS SHALL BE SUBJECTED TO VETTING

COMPLETED APPLICATION FORM MUST BE POSTED / COURIERED TO: MSUKALIGWA LOCAL MUNICIPALITY  
P.O.BOX 48 ERMELO 2350

OR HANDED IN TO: THE CORPORATE SERVICES (RECORD SECTION) CNR TAUTE AND KERK, ERMELO

"IF YOU DON'T HEAR FROM THE MUNICIPALITY AFTER 3 MONTH, CONSIDER YOUR APPLICATION UNSUCCESSFUL"

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Ms. G.J. Majola  
Municipal Manager

2019/03/15  
.....  
Date