

Mossel Bay Municipality, an employer committed to equal employment, invites persons to apply for the undermentioned vacancy.

Supervisor: Motor Vehicle Registrations

**Salary scale: R187 380 - R201 876 per annum
(plus non-pensionable allowance of
R4 248 - R4 572 per annum)**

Requirements: • Grade 12 • Computer literacy in the NaTIS System • 1 year's experience in using the NaTIS System • Good communication, interpersonal and conflict management skills.

Key performance areas: • Supervise staff • Organise training of permanent and temporary staff • Deal with the grievances of staff • Deal with enquiries and complaints from the public • Receive and document information from the public • Liaise with, request and receive information from other departments, SAPS and other authorities • Organise renewal of municipal vehicle licenses • Liaise with the testing station, NaTIS control centre and satellites • Organise meetings with Provincial authorities • Oversee the safekeeping of all NaTIS documents • Control the payment of money of PAWC • Inform and assist the public regarding registration and licensing of vehicles • Oversee and check all NaTIS transactions • Balance, check payments received and prepare for banking • Control the issuing of special and temporary permits • Check audit reports and make recommendations • Register NaTIS officials • Register new users on the NaTIS system.

Closing date: 12 March 2010 at 13:00

Applications in writing, on the official application form and accompanied by a comprehensive CV, which will be regarded as confidential, must be directed to: The Head: Human Resources, PO Box 25, George Road, Mossel Bay 6500. These conditions are compulsory and failing to comply will automatically lead to disqualification of the applicant. Application forms are available on the Municipal website (www.mosselbaymun.co.za) or electronically from the contact persons mentioned hereunder.

Original, certified copies of proof of qualifications should accompany the CV.

For equity purposes, please indicate your race, gender and disability status.

Further details are obtainable from Ms G Meiring and Ms H Messier at telephone number (044) 606-5000.

If applicants are not contacted within 40 days of the closing date, it can be accepted that they were not successful.

The Mossel Bay Municipality is committed to complying with the requirements of the Employment Equity Act, No 55 of 1998, for the advancement of previously disadvantaged and disabled persons.

Application forms should be delivered, as indicated, before the closing date. No late applications will be accepted.

**Dr M Gratz
Municipal Manager**

EXPLORE ENDLESS HORIZONS

**MOSELBAAI
MUNISIPALITEIT**



**MOSELBAY
MUNICIPALITY**

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