



**UMASIPALA MTHONJANENI MUNICIPALITY  
MUNISIPALITEIT**

Applications are invited from suitable qualified persons for the following position:

**SENIOR CLERK (LICENSING)**

**Salary notch: T6: R 132 243.60 – R 171 667.56 per annum plus normal benefits.**

**ESSENTIAL REQUIREMENTS:**

- Grade 12
- E-Natis Computer Literacy.
- At least two years Motor Licensing and Drivers Licence Testing Centre experience as a cashier.
- Currently registered as an E Natis user.
- A valid SAPS Clearance.

**KEY PERFORMANCE AREAS**

- Perform administrative functions.
- Perform the cashier function of DLTC.
- Perform the cashier function of MLB.
- Perform all other administrative duties incidental to the optimal functioning of the department
- Any delegation that will be communicated to you by your supervisor.

Further information can be obtained from the Human Resources Officer on Tel 035 450 2082, applications consisting of a comprehensive CV, covering letter and certified copies of qualifications, ID and SAPS Clearance should be submitted to: **The Municipal Manager, Mthonjaneni Municipality, PO Box 11, Melmoth, 3835 or hand delivered to 41 Symmonds Street, Melmoth 3835.**

**MR. Z.S. MTHETHWA  
MUNICIPAL MANAGER**

Should you not be contacted within a period of thirty days after the closing date, your application should be deemed as unsuccessful. Canvassing of councillors and management will result in the disqualification of the applicant.

***No emailed or faxed applications will be accepted.***

**CLOSING DATE: 17 JUNE 2022**