



DANNHAUSER MUNICIPALITY (KZ 254)

EXTERNAL ADVERTISEMENT

Dannhauser Local Municipality (KZ 254) incorporating Hattingspruit and Durnacol with its seat at Dannhauser invites suitably qualified candidates to apply for the following position:

REF NO	:	2025/04/24/03
POSITION	:	Traffic Officer X2
DEPARTMENT	:	Community Services
SALARY	:	Task Grade 09 (R243 380,88 per annum) of a Grade 2 Municipality, plus normal fringe benefits.
TERM OF CONTRACT	:	Permanent
REQUIREMENTS	:	Matric and Traffic Diploma/Degree (NQF Level 6/7) or relevant tertiary qualification and current registration with the Department of Transport. One-two (1-2) years' experience in the related field. Ability to communicate in IsiZulu and English. A valid code B or EB driver's license. Qualified as an Examiner for Learners and drivers Licence will be an added advantage. Qualified as a NATIS Officer. Be register able as a Peace Officer. Computer literacy (Ms Word, Mc Excel and PowerPoint) and Firearm proficiency.
KNOWLEDGE AND SKILLS:		Good knowledge of Traffic Regulations Good management, interpersonal and communication skills. High level of responsibility and confidentiality. An-in depth application of the procedures, laws and by-laws applicable to licencing. High level of responsibility and confidentiality.
RESPONSIBILITIES	:	Performing activities associated with monitoring and enforcing compliance with traffic and public safety by-laws. Co-ordinates specific activities associated with controlling traffic flow and public safety. Co-ordinates tasks/ activities associated with controlling personnel performance, productivity and discipline within the functionality. Undertakes specific activities during disasters/ emergency. Performs specific activities associated with communications and providing support to line functions
NOTE		Qualification and SA citizenship checks will be conducted on all short-listed candidates. Security vetting will be done. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

APPLICATIONS

: Applications should be accompanied by a comprehensive Curriculum Vitae, certified copies of all qualifications and valid Police Clearance Report. All Applications should be directed to the Municipal Manager and hand delivered to No.08 Church Street, Dannhauser 3080 or email: Hr@dannhauser.gov.za.

PLEASE NOTE THAT NO APPLICATION BY FAX WILL BE ACCEPTED.

Applicants should note that if they are not notified of the outcomes of their application within 30 days of the closing date for submission of applications, they may conclude their application was no successful.

The Municipality reserves the right not to make any appointment following the placement of this advertisement.

CLOSING DATE

: 24 June 2025 by no later than 12h00

ENQUIRIES

: Enquiries may be directed to Mr M.S. Sithole, Municipal Manager at 034 621 3080 or email to: municipalmanager@dannhauser.gov.za



MR.MS SITHOLE
MUNICIPAL MANAGER



DANNHAUSER MUNICIPALITY (KZ 254)

EXTERNAL ADVERTISEMENT

Dannhauser Local Municipality (KZ 254) incorporating Hattingspruit and Durnacol with its seat at Dannhauser invites suitably qualified candidates to apply for the following position:

REF NO	:	2025/04/24/01
POSITION	:	Drivers Licencing Cashier
DEPARTMENT	:	Community Services
SALARY	:	Task Grade 05 (R135 201,24 per annum) of a Grade 2 Municipality, plus normal fringe benefits.
TERM OF CONTRACT	:	Permanent
REQUIREMENTS	:	Grade 12 / Matric or equivalent (NQF 4). Grade F Examiner of Licences Certificate. Registered with the Department of Transport as an Examiner of Drivers Licence Experience in Electronic National Traffic Information System (eNatis). 01- 02 years of experience in the related field. Ability to communicate in IsiZulu and English. Code B or EB Drivers Licence
KNOWLEDGE AND SKILLS:		Good communication skills both Verbal and Written. Good management and interpersonal Skills. High level of responsibility and confidentiality. Computer Literacy (MS Office). Good knowledge of Traffic Regulations. An-in depth application of the procedures and laws applicable to licensing.
RESPONSIBILITIES	:	Make bookings for learners and drivers' licence. Communicating and confirming booking for candidates against available dates and time. Inserting relevant personal details in the booking register at the Driving Licence Testing Centre. Receive payments for learners driving licence. Administration driving licences and professional driving licences. Reconcile all cash received against transactions and preparing daily banking.

NOTE

: Qualification and SA citizenship checks will be conducted on all short-listed candidates. Security vetting will be done. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

APPLICATIONS

: Applications should be accompanied by a comprehensive Curriculum Vitae, certified copies of all qualifications and valid Police Clearance Report. All Applications should be directed to the Municipal Manager and hand delivered to No.08 Church Street, Dannhauser 3080 or email: Hr@dannhauser.gov.za.

PLEASE NOTE THAT NO APPLICATION BY FAX WILL BE ACCEPTED.

Applicants should note that if they are not notified of the outcomes of their application within 30 days of the closing date for submission of applications, they may conclude their application was no successful.

The Municipality reserves the right not to make any appointment following the placement of this advertisement.

The Municipality encourages people with disabilities and people from designated groups to apply for the vacant post.

CLOSING DATE

: 24 June 2025 by no later than 12h00

ENQUIRIES

: Enquiries may be directed to Mr M.S. Sithole, Municipal Manager at 034 621 2291 or email to: municipalmanager@dannhauser.gov.za



MR. MS SITHOLE
MUNICIPAL MANAGER



DANNHAUSER MUNICIPALITY (KZ 254)

EXTERNAL ADVERTISEMENT

Dannhauser Local Municipality (KZ 254) incorporating Hattingspruit and Durnacol with its seat at Dannhauser invites suitably qualified candidates to apply for the following position:

REF NO	:	2025/04/24/02
POSITION	:	Motor Licencing Clerk
DEPARTMENT	:	Community Services
SALARY	:	Task Grade 05 (R135 201,24 per annum) of a Grade 2 Municipality, plus normal fringe benefits.
TERM OF CONTRACT	:	Permanent
REQUIREMENTS	:	Grade 12 / Matric or equivalent (NQF 4) Knowledge in Electronic National Traffic Information System (eNatis) will be an added advantage. 01-02 years of experience in the related field. Ability to communicate in IsiZulu and English. A valid code B or EB driver's license.
KNOWLEDGE AND SKILLS:		Good communication skills both Verbal and Written Good management and interpersonal skills. High level of responsibility and confidentiality. Computer Literacy (MS Office) Good knowledge of Traffic Regulations. An-in depth application of the procedures and laws applicable to licencing.
RESPONSIBILITIES	:	Coordinates activities associated with the registration and licensing of motor vehicles and processes licenses in accordance with statutory legislation regulating Road Safety. Registration of vehicles on the eNATIS and issuing temporary and special permits. Process information pertaining to vehicle licence renewal applications. Provide routine information related to vehicle licensing and registration procedures. Provide information and/or guidance on procedural requirements to the public to ensure that customers' requirements are promptly and professionally attended to. Process and perform applications/ procedures associated with registration of motor vehicle licensing. Reconcile all cash received against transactions and preparing daily banking.

NOTE : Qualification and SA citizenship checks will be conducted on all short-listed candidates. Security vetting will be done. It is the applicant's responsibility to Have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

APPLICATIONS : Applications should be accompanied by a comprehensive Curriculum Vitae, certified copies of all qualifications and valid Police Clearance Report. All Applications should be directed to the Municipal Manager and hand delivered to No.08 Church Street, Dannhauser 3080 or email: Hr@dannhauser.gov.za.

PLEASE NOTE THAT NO APPLICATION BY FAX WILL BE ACCEPTED.

Applicants should note that if they are not notified of the outcomes of their application within 30 days of the closing date for submission of applications, they may conclude their application was not successful.

The Municipality reserves the right not to make any appointment following the placement of this advertisement.

The Municipality encourages people with disabilities and people from designated groups to apply for the vacant post

CLOSING DATE : 24 June 2025 by no later than 12h00

ENQUIRIES : Enquiries may be directed to Mr M.S. Sithole, Municipal Manager at 034 621 2291 or email to: municipalmanager@dannhauser.gov.za



MR.MS SITHOLE
MUNICIPAL MANAGER