





a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION
LICENSING OFFICER

APPLICATION REQUIREMENTS

- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership to professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.
- Applicants are advised to use Google Chrome when applying for CoJ positions.

DISCLAIMER


- The City of Johannesburg is currently recruiting and will not demand payment in any form for any job placement. All vacancies are advertised in newspapers and on the CoJ website.
- The City of Johannesburg applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal opportunity employer.
- By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process.
- However, registering your CV and/or receipt and acknowledgement of any kind shall not be an indication that your application will be successful and/or lead to employment.
- The City of Johannesburg shall not be liable for any damage, loss or liability of whatsoever nature arising from your use of the job opportunity section of this website.
- The City of Johannesburg reserves the right not to make an appointment.
- Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

LICENSING OFFICER

| | |
|----------------------|---|
| Department: | Public Safety: Licensing |
| Branch: | Licensing |
| Designation: | Licensing Officer |
| Remuneration: | R25 422.17 pm (basic salary excluding benefits) |
| Location: | Various Regions |

Minimum Requirements:

- Grade 12 / NQF level 4 and a relevant qualification preferably a higher certificate at NQF level 5;
- 3 – 5 years' relevant experience;
- Knowledge of legislative prescripts relating to PFMA, NRTA, eNatis;
- No criminal record;
- Computer literacy (MS Office)

Primary Function:

Manage the implementation, monitoring, evaluation and reporting off sequences of outcomes associated with plans and procedural application designed to accomplish key service delivery objectives with respect to with the provision all vehicles and licensing service through the coordination of operations and quality systems and approval / certificates process in accordance with the statutory legislation of the NRTA 93 of 1996.

Key Performance Areas:

- Identifies with the Road Safety Strat4egy and statutory requirements an defines, implements and monitors the short-term plans / objectives for the functionality;
- Issuing of information, screening of application form and directing applicants;
- Prepare and recommend the application for approval purposes;
- Data capturing of all approved applications;
- Collection and accounting of all prescribed payments and issuance of final documents;
- Perform quality control on all applications executed by all Natis Users;
- Implement procedures systems and control to regulate specific work sequences associated with the functionality;
- Monitor and perform applications/ procedures associated with registration and licensing of motor vehicles;

Leading Competencies:


- Computer Literacy MA Office;
- Good Customer Relations;
- Numeracy Skills.


Core Competencies:

- Work overtime and flexi-time when required, to ensure quality assurance.
- Must be able to function under physically and mentally stressful conditions.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

“All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability.”

Please take note that only online applications will be considered. Please apply by using the following link below:

<https://share-eu1.hsforms.com/1PhNqIKRdQG2fO2HZUNZwIwew554>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Ntutuzelo Tsotsi

Tel No: (011) 490 1564

CLOSING DATE: TUESDAY, 20 FEBRUARY 2024

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process. In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted:

- Credit Record,
- CV validation and
- Employment record verification,
- Criminal check, and
- Identity validation.