

(LOCAL NEWSPAPER (KLERKSDORP RECORD/LENTSWE)

DIRECTORATE: PUBLIC SAFETY

UNIT: LICENSING

POSITION: EXAMINER OF VEHICLES

Salary

R329 808.00 – R382 320.00 per annum (Level 9)

Qualifications

- Grade 12
- Diploma of Examiner of Motor Vehicles Grade A

Experience

- Minimum 3 years related working experience

Requirements

- Valid Code A & EC driver's license
- Computer literacy (MS Office)

Key Performance Areas

- Identifies the vehicles by physically checking the engine, chassis/vin and registration number on the vehicle and compares such to the information on the documents of the vehicle being examined to ensure that it correspond, if the information does not correspond the examiners must instruct the applicant to obtain a police clearance (RPC – report for police clearance) from the motor vehicle registration & licensing section to be completed by SAPS in order to rectify any irregularities or changes regarding the specific vehicle
- Examines and tests vehicles presented for roadworthy by performing a physical roadworthy test in accordance with the National Road Traffic Act and the departmental Road Transport Quality Assurance Policy and Procedure Manual to ensure that the vehicles are roadworthy
- Lead evidence in court by being present in a court of law in a tribunal when required in regard to unroadworthy vehicles he/she suspended or authorized to be suspended from sue of the public road
- Compile daily summary tests on performance by completing it and submitting it to the Senior Examiner to comply with the Quality System Procedures
- Report any repairs requirements needed to Senior Examiner verbally in order to ensure that the equipment gets repaired as soon as possible.

CLOSING DATE: 17 September 2025

Prescribed application form is available. Failure to complete prescribed form will be disqualified.

The following documents should be attached: Certified copies of original documentation of

- ID Document,
- Qualifications,
- Training Certificates and
- Driver's license (where applicable) and must be attached to the CV and failure to submit certified copies will render your application unsuccessful.

Also note that:

- Faxed or e-mailed CVs will not be considered.
- Copies of certified documents will also not be considered.

Interested Candidates are requested to submit complete Curriculum Vitae at the Human Resource Services Section, Room 15, Ground Floor, Civic Centre, Cnr Bram Fischer and OR Tambo Street, Klerksdorp. Alternatively, CV's may be mailed to: Recruitment Section, HR Department, P.O. Box 99, Klerksdorp, 2570. Shortlisted candidates (if necessary) will be subject to a security clearance conducted by National Intelligence Agency. Enquiries can be made with Mr. MV Toli/ IE Modise/ Ms. N Madona/ Mr. S Khata on 018 487 8094/ 8532. Suitably qualified and/or experienced persons with disabilities are encouraged to apply. The City of Matlosana is an Equal Opportunity Employer.

If you have not been contacted by the City of Matlosana within 3 months, you may accept that your application was unsuccessful.

**CIVIC CENTRE
PO BOX 99
KLERKSDORP
2570**

**MS. L SEAMETSO
MUNICIPAL MANAGER**

NOTICE NO. 38/2025