

VACANCY BULLETIN: STC 007/2017

CITY OF JOHANNESBURG

SHORT TERM CONTRACT EMPLOYMENT - (STC)

The City of Johannesburg, Public Safety Department has the following short term contract opportunities for a period NOT exceeding six (6) months

The details are as follows:

- Department:** Public Safety
Branch: Licensing, Investigations & Prosecutions
Designation: Administration Clerk / Cashiers (multiple positions)
Salary Range: R8 118.90 per month (basic salary, no benefits)
Workplace: Various Licensing Stations

Experience/Skills/Educational Requirements

- Grade 12 or equivalent / NQF level 4.
- Basic Computer literacy skills (Word, Excel and PowerPoint).
- Basic typing skills.
- No criminal record.

Job Description:

Evaluate documents and implement/capture transactions and receive payments on e-Natis system for the purposes of application and renewal of driver's licenses, learner's licenses, PrDP's, vehicle roadworthy certificates, instructor certificates and new driver's licenses. Accomplish key service delivery objectives with respect to the provision of a vehicle licensing service in accordance with statutory legislation of NRTA 93 of 1996.

A comprehensive CV, certified matric certificate and certified ID copy should be hand delivered to Public Safety at Public Safety Headquarters, no. 195 Main Rd, Martindale, from 8am until 16:00pm. The contact numbers are (011) 758-9287/9142

PUBLICATION DATE: 15 MARCH 2017

CLOSING DATE: 22 MARCH 2017


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