



Comprised by Khwenxurha, Chintsa East, Haga Haga, Morgans Bay, and Kei Mouth Towns, with its Headquarters in Qumrha.

### **VACANCY / UMSEBENZI / BETREKKINGS ADVERTISEMENT**

The Municipality is looking for a highly motivated, result orientated, and experienced individuals to fill the following position:

#### **TECHNICAL AND COMMUNITY SERVICES**

<b>Division</b>	<b>: Technical &amp; Community Services</b>
<b>Position</b>	<b>: Motor Vehicle Registration Supervisor (MVR)</b>
<b>Task Grade</b>	<b>: Task Grade 10</b>
<b>Remuneration</b>	<b>: R287 736,60 - Per Annum (excluding Normal Council Benefits)</b>
<b>Duration</b>	<b>: Permanent</b>

#### **REQUIREMENTS:**

- Grade 12/ Senior Certificate
- Three (3) years in Enatis working experience
- Certificate / letter of competency on NATIS System
- Registration with the Department of Transport (NATIS)
- Valid Code B driver's licence
- Effective communication skills in at least two (2) official languages (Xhosa & English)

#### **KEY PERFORMANCE AREAS:**

- Coordinating the implementation of procedures systems and controls relating to the receiving, updating and recording of transactional operational information and activities associated with the functionality (Natis System)
- Responsible for planning, implementation, monitoring, reporting on programmes to the Superintendent Traffic
- Complete daily stats for monthly reports and send to Superintendent Traffic
- Receiving and consolidating daily cash from NATIS Clerk
- Attending to member enquiries of public.
- Liaise with the Department of Transport with regards to NATIS queries
- Attending to AARTO related queries and transactions
- Reconcile cash deposits and statement and forward it to Finance Department
- Collecting and receipting payments and issuing electronically generated or manually recorded acknowledgement of the client
- Maintaining records of processed applications using alphanumeric filling sequence

- Collecting information pertaining to processed or outstanding applications or finds
- Supervising of daily filling activities and NATIS staff

**Division** : Security Services  
**Position** : 1 X Security Officer  
**Task Grade** : Task Grade 5  
**Remuneration** : R 141 974.00 per Annum (Plus Normal Council  
: Benefits)  
**Duration** : Permanent

#### **MINIMUM REQUIREMENTS:**

- Grade 10/ Standard 8/ ABET Level 2
- Security Training (Grade E,D & C)
- Valid PSIRA Accreditation certificate
- Two (2) years relevant experience
- Must be able to work irregular hours

#### **ADDED ADVANTAGE**

- Firearm Training certificate
- Drivers licences
- Arm Response certificate

#### **KEY PERFORMANCE AREAS: INCLUDE BUT NOT LIMITED TO THE FOLLOWING:**

- Guarding of Municipal Assets
- Manners and guard all access point by acknowledging those entering and exiting the access point
- Physical removes (according to state protocol) any party who disrupt activities/ refuses
- Assist members of the public with directions/ queries
- Open and locks (secure) any designated area/ building as instructed
- Controls and manages crowds

#### **FURTHER INSTRUCTIONS TO THE CANDIDATES**

The Municipality subscribes to the principles of employment equity. People with disabilities are encouraged to apply.

Interested Suitably qualified Candidates are to submit an application Letter, complete Curriculum Vitae, and certified copies of certificates of qualifications, SA ID copy and Driver's License. Applicants not contacted within 30 days of the closing date must consider their applications as unsuccessful. The Great Kei Municipality reserves the right not to make an appointment.

**Applications must be submitted to:**

**Director Corporate Services: Attention Mr. B.T. Douglas**

Great Kei Municipality, Private Bag X 2, Qumrha, 4950  
OR 17 Main Road.  
QUMRHA, 4950.

For enquiries you can contact the Human Resources & Admin Manager: Ms. T. Mgweba  
043 831 5700/ 07during office hours

E- Mailed or Faxed applications will not be considered.

Closing date for the applications: 10 October 2025 at 16h00



ISSUED BY:  
MR. L.N. MAMBILA  
MUNICIPAL MANAGER

26/09/2025  
DATE