



NOTICE 240 of 2023

The Oudtshoorn Local Municipality which includes the towns of Oudtshoorn, De Rust and Dyssselsdorp is situated in the heart of the Little Karoo in the Western Cape. The Municipality strives to provide the best possible services and facilities to its residents, business community, industries, hospitality and tourism sectors.

Candidates with the minimum requirements, necessary integrity and excellent track record may apply for the following position(s) to enhance the town's vision of prosperity for all. **Applicants with a criminal record check report not older than (six) 6 months are requested to attach the outcome report to their application. Applicants with no criminal record check report are requested to attach proof of application for criminal record check to their application.**

1 X PIT ASSISTANT: VEHICLE TESTING STATION

DIVISION: TRAFFIC SERVICES

DEPARTMENT: COMMUNITY SERVICES

T3 (118 716,28 - 140 146,92)

STATION: OUDTSHOORN

SUBJECT TO TASK EVALUATION

REQUIREMENTS

- Grade 10 (Proof to be attached)
- 1-year relevant experience
- Valid Code B drivers license
- Basic knowledge of vehicles & tool handling
- Attention to detail
- Sober habits
- Able to work under pressure
- No criminal record
- Proficient in at least two (2) of the three (3) official languages of the Western Cape

KEY PERFORMANCE AREAS

- Assist Examiners with the identification process of vehicles by affirming or non-affirmation of vehicle information.
- Assist Examiners throughout the whole pre-inspection process.
- Check for the functioning of motor vehicle equipment.
- Assist the Examiner with the pit examination of vehicles.
- Responsible for the locking and unlocking of tools.
- Switching on machinery and equipment.
- Safeguarding and cleaning of tools.
- Assist with the filing and storage of documentation.



- Cleaning of the working area.
- Put up closure signs during and after roadworthy testing of vehicles.
- Taking photographs of vehicles to be tested.

COMPETENCIES

- Core Professional Competencies: written communication, oral communication, attention to detail, influencing, ethics and professionalism, organizational awareness, problem-solving, planning, and organizing.
- Functional Competencies: business processes, use of technology, data processing & analysis.
- Public Service Orientation Competencies: interpersonal relationships, communication, service delivery orientation, client orientation and customer focus.
- Personal Competencies: action orientation, resilience, change readiness, cognitive ability, learning orientation.
- Management/Leadership Competencies: impact and influence, team orientation, direction setting, coaching, and mentoring.

Candidates must be willing to be subjected to an interview, practical and/or written assessment. They must also be aware that previous employers and references may be contacted, and their qualifications, credit and criminal records be verified.

Applications must be on the official application form of the Oudtshoorn Municipality and a covering letter accompanied by a comprehensive curriculum vitae and certified copies of qualifications and identity document (not older than three (3) months) as well as particulars of at least three contactable references, must be submitted to **Chief HR Officer: Support Services, P.O. Box 255, Oudtshoorn, 6620 (submit applications to Recruitment & Selection section), Oudtshoorn Municipality, Voortrekker Road, Oudtshoorn. Application forms can be downloaded from our website, www.oudtshoorn.gov.za.**

CLOSING DATE: 03 November 2023 at 12:00

Please Note: Canvassing will result in automatic disqualification. If you have not been contacted within 30 working days after the closing date of this advertisement, you may assume that your application was unsuccessful. Curriculum vitae will not be returned. Council will make appointments in line with its employment equity plan and also reserves the right not to make an appointment. No applications sent via e-mail or fax will be considered.



LOUDTSHOORN

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A TOWN TO GROW, WORK, PLAY AND PROSPER



MR. W HENDRICKS

MUNICIPAL MANAGER

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Prosperity for all