JOB OPPORTUNITY

VACANCY ALERT

Joburg

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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION

Operational Manager/Supervisor: Licensing

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 acknowledgment 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.

VACANCY CIRCULAR

142/2025

City of Johannesburg

Publication Date:
Monday, 17 November 2025

Closing Date:
Friday, 28 November 2025

This Vacancy is open to Employees of the City of Johannesburg and External Candidates

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OPERATIONAL MANAGER / SUPERVISOR: LICENSING

DEPARTMENT:	Public Safety
BRANCH:	**Licensing**
DESIGNATION:	**Operational Manager /Supervisor: Licensing**
REMUNERATION:	R35 043.67 pm (basic salary, excluding benefits)
LOCATION:	22 Loveday & Village Main Road, Wemmer Complex

Minimum Requirements:

- Matric (Grade 12) or equivalent.
- A National Diploma in Transport /Public/ Business Management or any related qualification (NQF level 6);
- NaTIS Certificate will be an added advantage.
- 6 years of operational experience of which 2 years must be at a supervisory level;
- Minimum code B Driver's license.
- No criminal record.

Primary Function:

Supervise daily operations, administration and revenue management function and auditing of licensing office, ensure is carried out within established processes and procedures, advising alternative solutions to service delivery problems in support of staff, individual – and business customers. Adherence to National Road Traffic Act 93 of 1996 (NRTA) and Other relevant legislative requirements.

Key Performance Areas:

- Perform long-term planning and execute the expected activities;
- Supervise the Cash management /Revenue Collection;
- Coordination of administrative and reporting duties associated functionality of the licensing office;
- Implement procedures, systems and control to regulate work sequences;
- Supervise the administrative activities and functions of the sections;
- Supervision of staff within the Unit;
- Identify and deal with ethical issues and conflicts of interest;

Leading Competencies:

- Computer literate, proficient in NaTIS system, MS Office, Outlook;
- Excellent Communication skills both verbal and written;
- Good understanding of administrative processes and systems.

Core Competencies:

- Knowledge of National Road Traffic Act;
- Excellent knowledge of licensing legislation and procedures.

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"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/1JnVeIblnQ0eulQuBaxKCtgew554

APPLY ONLINE VIA THIS LINK: www.joburg.org.za

ENQUIRIES ONLY:
Contact Person: Lawrence Ngobeni
Tel No: 011 375 5268

CLOSING DATE: FRIDAY, 28 NOVEMBER 2025

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,
- Employment record verification,
- Criminal check,
- Identity validation.