



**Licensing Help Desk Officer (2)**  
**Ref No: REG 002/07/2019**

**THE EMPLOYER**

The **Cross-Border Road Transport Agency** is a statutory authority, established in terms of Section 4 of the Cross-Border Road Transport Act, 4 of 1998, as amended, to regulate cross-border road transport.

The incumbent will be expected to assist the public at the Licensing Helpdesk Sub Unit of the Regulatory Licensing Services. The position will be based at our Head Office in Menlyn and will report directly to the: Team Leader: Licensing Helpdesk.

**REQUIREMENTS:**

- Transport related Diploma at NQF level 5.
- One – two year's customer service experience preferably in a transport related environment.
- Computer literacy.

**COMPETENCY REQUIREMENTS**

- Knowledge of the Cross-Border Road Transport Act and its Regulations, as amended.
- Basic understanding of the regulatory framework, policies and procedures.
- Basic understanding and knowledge of bi-lateral road transport agreements.

**KEY PERFORMANCE AREAS:**

The successful candidate will be expected to:

- Provide general information and advisory services to the public;
- Process temporary / annual permit applications and provide information and advice to permit applicants;
- Perform due diligence on permit applications and supporting documentation; and
- Control, reconcile and ensure safekeeping of permit application documents.

**CLOSING DATE: 13 August 2019**

**BENEFITS:** The employer offers an all-inclusive market related package.

**Candidates should forward their applications and certified copies of qualifications to the Human Resources Division by email to: [recruitment4@cbrta.co.za](mailto:recruitment4@cbrta.co.za) and kindly indicate the reference number.**

C-BRTA reserves the right not to appoint. Shortlisted candidates will be subjected to a reference check, security clearance and criminal records check.

Please note: if you do not hear from us 21 days after the closing date, consider your application unsuccessful