



**BEAUFORT WEST  
MUNICIPALITY \* UMASIPALA \* MUNISIPALITEIT**

**Notice Nr: 182 /2024**

**DIRECTORATE: COMMUNITY SERVICES**

**EXTERNAL STAFF VACANCY**

**REF NUMBER: Verk 37/WC0531018**

**MUNICIPAL TRAFFIC COURT: PROSECUTOR**

**2 year fixed term contract**

**Salary: T9 - R19 306, 29 ( R 231 675, 54 - R 300 735, 99) per annum NO BENEFITS**

**Job Purpose:**

To provide municipal court agency services by coordinate and control the key performance areas and result indicators associated with a modern and well-run court service in support of an effective Criminal Justice System and to build and sustain public confidence that all communities will be served fairly. It endeavours to expedite fair and reliable adjudication of municipal by-laws, municipal legislation, road traffic legislation and other municipal related cases filed, by providing support services to the National Prosecution Authority and the Department of Justice in order to reduce backlogs in the criminal Justice system.

**Requirements:**

LLB Degree

Scope of Knowledge: The reporting and control requirements associated with the post requires in depth knowledge and understanding of the application of local government and related legislation, policies, and procedures and criminal law.

**Experience: At least 12 months relevant experience required.**

**Skills and Abilities Required:**

Code B Driver's license, Computer literacy (MSOffice Applications), Proficiency in at least 2 of the official languages, good management, human relations, interpersonal and communication skills, Ability to give attention to detail, High level of responsibility, Ability to work under pressure, Ability to deal with conflict situations.

**Key Duties:**

- Coordinate specific administrative and reporting requirements associated with the key performance and result indicators of the functionality
- Preparing reports on cases referred or attended to outlining outcomes/awards/judgment for submission to the Municipal Manager and Council/Committees for information, resolution, or comment.
- Drafting agreements and policies as per request of directorates, conducting research, applying, and analysing relevant legislation and case law, etc.
- Maintaining a database and case files containing all documents, correspondence, outcomes, awards and judgments and registers (contracts, litigation, evictions, opinions and court orders, policies, municipal codes, etc.) and accessing/retrieving information upon request.
- Preparing productivity reports referring to statistical data and qualitative information for consideration and inclusion into specific reports and/or Council/Committee agendas.
- Compiling investigational reports and/or responses to correspondences and queries, undertaking research, or extracting information and records to support content, recommendations and/ or opinion.
- Updating and maintaining the System of Delegations, standing orders and relevant legislation, and informing/circulating to management and support personnel.
- Assist clerk of court in preparing courtrolls
- Representat municipality/state in traffic and municipal related cases in court
- Consider and respond to representations from offenders/accused persons

**NB: The duties and responsibilities to this position maybe adjusted by the employer at any given time and is not exhaustive.**

**Job Related Enquiries: Mr. MC Tshibo – 023-4148130/ 8133**

**General HR Enquiries: Adriaan Duimpies – 023-4147549/Pablo Mokoaleli – 023-4148197**

**INSTRUCTIONS TO APPLICANTS**

Applicants must submit a formal application form with all fields completed and a comprehensive CV, certified copies (not older than 6 months) of relevant qualifications, identity document and driver's license, if applicable. Applications must be submitted **electronically** preferably as one PDF document to.

[erecruit@beaufortwestmun.co.za](mailto:erecruit@beaufortwestmun.co.za)

and can be **hand delivered** at the office of the **Municipal Manager** at

112 Donkinstreet, Midtown, Beaufort West, 6970.

Application forms can be obtained from the Municipal website, [www.beaufortwestmun.co.za](http://www.beaufortwestmun.co.za) and must reach the Human Resource Department on or before

**FRIDAY 20 DECEMBER 2024 at 16:15.**

**Applicants must clearly state the reference number and position title in the subject line of the email. Applicants are required to complete the application form in full.**

**Disqualification:**

**Please note that the following will lead to disqualification:**

Not using the formal application form.

Non-submission of required documents or submission of fraudulent documents.

Canvassing of Councilors and/or officials with the aim to be appointed.

Non-adherence to the instructions on the advertisement.

**NB:** Please note, where necessary, shortlisted candidates will be subjected to a screening and vetting process. By applying for this position, candidates agree to background checks being performed which will include reference and other relevant checks.

**The Municipality reserves the right not to make an appointment.**

Should you not hear from us within 3 months of the closing date, kindly regard your application as being unsuccessful.

Beaufort West Municipality is an equal opportunity employer which subscribes to the principle of affirmative action and Employment Equity. Preference will be given to applicants from the designated/under - represented groups.

The appointment will be subject to the need for signing of an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest.

**CLOSING DATE: FRIDAY 20 DECEMBER 2024.**

**DE Welgemoed  
MUNICIPAL MANAGER**