

# BEAUFORT WEST MUNICIPALITY

## VACANCY 2023



NOTICE NR: 212/2023

DIRECTORATE: COMMUNITY SERVICES

DIVISION: DRIVING LICENSE TESTING CENTRE – DLTC VEHICLE TESTING STATION - VTS

EXAMINER OF VEHICLES

POST NR: WC0530490/VERK 18

PERMANENT APPOINTMENT

**Salary** : **R249 598, 41 – R323 996, 48 per annum**  
**T10: R20 799-87 per month**

**Additional Service Benefits** : Medical Aid, Pension, Housing Allowance (Subject to prescribed requirements), 13th Cheque and Group Life Insurance

### JOB PURPOSE:

To perform activities/ tasks associated with the provision of a traffic and community policing service by monitoring and attending to situations associated with minimizing traffic congestion or offences committed causing inconvenience and risk to public safety, enforcing compliance and supporting emergency and rescue personnel during major disasters in order to ensure any risk to public safety or contravention to traffic regulations and specific by-laws identified and corrective/ compliance measures enforced on offenders.

### REQUIREMENTS:

- Grade 12
- Basic Training qualification attained
- Code EB Driver's License
- No criminal record
- 1 – 2 years Examiner of Vehicles experience
- Computer Literacy
- Bilingualism
- Interpersonal skills
- Communication skills
- Registered as a Traffic Officer

### PHYSICAL REQUIREMENTS OF THE POST

- The physical attributes required for the performance of tasks associated with specific key performance areas in this post necessitates that the incumbent be physically fit and able bodied.
- Required to work in all weather conditions

### SPECIAL CONDITIONS ATTACHED TO THE POST

- Required to work outside normal working hours during emergencies and planned overtime.
- The duties listed in this job description are not exhaustive, and the employer is entitled to instruct the employee at any time to carry out additional duties or responsibilities which fall reasonably within the ambit of the job description, or in accordance with operational requirements. Should a grievance be felt with regard to any such instruction issued, representation may be made to supervision or higher authority by means of the grievance procedure, but in the first instance the instruction shall be obeyed.

### KEY DUTIES & RESPONSIBILITIES

**ROAD SAFETY:** \*Co-ordinates specific activities associated with controlling traffic flow and public safety,  
**SPEED MEASUREMENT:** \* Enforces specific by-laws, road traffic and safety regulations, **ROAD BLOCKS:** \*  
Monitors the local area and acts on situations/ behavior deemed to be inappropriate or non-conforming,  
**PROCEDURAL APPLICATIONS:** \*Co-ordinates and controls the application of procedures associated with the driver testing and registration or licensing, **DRIVERS AND PRDP LICENCES:** \* Authorizes conversion or renewal of driver's and PrDP licenses, **VEHICLES:** \*Examine Vehicles, **INFORMATION RECORDING AND RECORDINGKEEPING:** \* Attends to specific administrative recording and recordkeeping sequences, **EQUIPMENT:** \* Responsible for the checking of all equipment to determine any defaults and the checking

of inventory to determine if there are any materials needed, **QUERIES AND ENQUIRIES:** \* Handles public queries and enquiries, **GENERAL FUNCTIONS:**\* Administer the issuing of summons and notices, **SPECIAL FUNCTIONS:** \* Controls traffic for funeral, school patrol, accident or other purposes, **DRIVER ACTIVITIES:** \* Performs driver activities using a vehicle, **ADMINISTRATIVE DUTIES:** \*Provides assistance with administrative (TMT) duties to ensure the smooth operation of the traffic division, \*Informal & Formal Reporting \*Perform any other related duties as instructed by supervisor

### **SCOPE OF KNOWLEDGE**

- Operational execution of duties within set legislative guidelines and in adherence to applicable legislation and procedures related to traffic / metro police / law enforcement; and
- Operates within set procedures and guidelines.

### **MSR COMPETENCY REQUIREMENTS:**

[https://www.gov.za/sites/default/files/gcis\\_document/202109/45181gon890.pdf](https://www.gov.za/sites/default/files/gcis_document/202109/45181gon890.pdf)

Page 731 Level 2 Summarized below:

**CORE PROFESSIONAL COMPETENCIES:** \*Community and Customer Focus, \*Problem solving, \*Negotiation and Influencing, \*Resilience, \* Communication, \* Ethics and Professionalism, \*Patrol, Enforcement and Emergency Response, **PUBLIC SERVICE ORIENTATION COMPETENCIES:** Interpersonal Relationships \* Communication \* Service delivery orientation, \* Client Orientation Customer Focus, **PERSONAL COMPETENCIES:** \* Acting and Outcome Orientation \* Resilience \* Change Readiness, \*Cognitive ability, \* Learning Orientation \* **MANAGEMENT /LEADERSHIP COMPETENCIES:** Team orientation \* Directing Setting \* Coaching and Mentoring \* Impact and influence

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**Job Related Enquiries:** Mr. George Vermaak/Monwabisi C Tshibo

**General HR Enquiries:** Adriaan Duimpies – 023-4147549, Imelda Dourie – 023-4148190, Angilo Jacobs – 023-4147550

### **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). 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 **05 January 2024 at 16:15 pm. 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, 05 JANUARY 2024**

**DE Welgemoed  
MUNICIPAL MANAGER**