

BEAUFORT WEST MUNICIPALITY

VACANCY 2023



NOTICE NR: 211/2023

**SUPERINTENDENT: TRAFFIC & LAW ENFORCEMENT
SERVICES**

POST NR: VERK 9

POST IDNR: WC0530488

DEPARTMENT: COMMUNITY SERVICES

DIVISION: PROTECTION SERVICES

SALARY: : T12: R28 991,00 PER MONTH
: R347 891,97 – R451 583-05 PER ANNUM

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

JOB PURPOSE:

To manage the implementation, monitoring, evaluation and reporting sequences of outcomes associated with plans and programmed designed to accomplish key service delivery objectives with respect to Traffic Control and Law Enforcement through the co-ordination of operations associated with the enforcement of Laws and By-laws and maintaining road safety in order to ensure the risk of damage to the environment, property and/ or loss of lives is limited through prompt and efficient execution of sequences and applications.

REQUIREMENTS:

- Superintendent Law Enforcement requires: -
- Grade 12
- Basic training qualifications
- Code EC & A Driver's license
- No criminal record
- Firearm proficiency and qualification required: -
- Relevant degree or B Tech /policing degree
- 3 - 4 years relevant experience in inclusive proven Supervisory or Managerial experience

OTHER REQUIREMENTS/SKILLS:

- ITO III – Traffic Officers Diploma
- NQF Level 6
- Registered as Traffic Officer
- Examiner of Vehicles
- Examiner of License
- The necessary capabilities to act independently and problem-solving skills
- Proven supervisory
- Sound human relations and communication, negotiation and presentation skills
- A well-developed verbal power of reasoning as well as language proficiency
- Driver's license Code EC and A
- Conflict handling
- Authorization to possess a fire arm

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:

- Identifies with the Road Safety strategy and statutory requirements and defines, implements and monitors the short-term plans/ objectives for the functionality
- Directs and controls the Key Performance Indicator's and outcomes of personnel within the division
- Implements procedures, systems and controls to regulate specific work sequences associated with the functionality
- Co-ordinates and monitors sequences associated with the implementation of statutory Laws and By-Laws related to Public Safety
- Co-ordinates the implementation of specific plans associated with controlling traffic and maintaining road safety
- Co-ordinates specific administrative and reporting requirements associated with the key performance and result indicators of the functionality
- Disseminates guidance and information on specific key performance areas and requirements associated with the Traffic policing and Road Safety
- Perform Management Representative of DLTC duties
- Perform the TTS capturing
- Perform certain cashier/administrative clerk duties
- Perform payment reconciliation
- Formal and Informal Reporting
- Perform any other related duties as instructed by supervisor

MSR COMPETENCY REQUIREMENTS:

https://www.gov.za/sites/default/files/gcis_document/202109/45181gon890.pdf

Page 731 Level 4 summarized below:

CORE PROFESSIONAL COMPETENCIES: *Community and Customer Focus, *Problem – solving, *Negotiation and Influencing, *Resilience, * Communication, * Ethics and Professionalism, **FUNCTIONAL COMPETENCIES:** *Patrol, Enforcement and Emergency Response, **PUBLIC SERVICE ORIENTATION COMPETENCIES:** * Interpersonal relationships, * Communication, * Service Delivery Orientation, * Client Orientation and Customer Focus, **PERSONAL COMPETENCIES:** *Action and outcome orientation, *Resilience, Change Readiness, * Cognitive Ability, *Learning Orientation, **MANAGEMENT/LEADERSHIP COMPETENCIES:** * Team orientation, *Direction Setting, * Coaching and Mentoring, * Impact and influence

SCOPE OF KNOWLEDGE

- Implements policies and procedures and ensures that by-laws, regulations and crime prevention are enforced;
- Manages a number of operational areas; and ensures optimal use and maintenance of resources and equipment, and adherence to performance management criteria.

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. Application forms can be obtained from the Municipal website, 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