



KGATELOPELE MUNICIPALITY

The Kgatelopele Municipality is located in the green Kalahari region of the Northern Cape Province, ZF Mgcawu District. The area is framed by a kaleidoscope of mining and farming activities, and natural tourist attractions. In exchange for your skills and expertise the Kgatelopele Municipality offers you a pleasant working environment thus invites suitable qualified candidates to apply for the following vacant position:

APPLICANTS ARE INVITED TO SUBMIT THEIR APPLICATIONS FOR THE FOLLOWING VACANT POSITION

DEPARTMENT: TECHNICAL, INFRASTRUCTURE & COMMUNITY SERVICES
POST: TRAFFIC & LICENCING OFFICER

REFERENCE NO: KLM 20/2023/2024) ANNUAL REMUNERATION WIL BE BASED ON A TASK 07 (R191 758)

MINIMUM REQUIREMENTS

- Matric/Grade 12 and Traffic Management Diploma: Examiner of Learner's & Driver's License Diploma or Related Tertiary Qualification
- Minimum of 2-3 years' operational experience
- Excellent Communication Skills – Verbal and Written
- Experience in Conflict Management
- Registration as road traffic law enforcement officer
- Valid Code B Driver's License. A valid Code EC and/ or Code A driver's license.

KEY PERFORMANCE AREAS

Although not limited to, the primary responsibilities will include: Conduct effective law enforcement to ensure safety on the roads. Stop vehicles for inspection. Issue traffic fines/citations and warnings. Perform activities/tasks associated with the issuing of learner licenses certification through the application of laid down assessment procedures. Impound cars that are not road worthy, illegally parked or abandoned. Conduct point duty (traffic control). Conduct pedestrian violation enforcement. Conduct speed measuring. Conduct overload control. Attend to moving violations. Attend to drunken driving. Public transport law enforcement. Attend to road accidents, record accidents, record and secure accident scenes. Liaise with SAPS and gather information regarding road accident scenes. Conduct physical escorts for VIPs, abnormal loads, and events. Conduct crowd control. Ensure compliance with all policies and Standard Operating Procedures in execution of duties. Maintain records and register in the work area. Give evidence in court for any transgression. Keep records of activities and compile reports concerning infringements, transgressors, accidents. Any other related duties.

Financial interest:

- Kgatelopele Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the municipality including remuneration, advertisement, etc; should it be discovered that the successful candidate submitted false or insufficient information which resulted to the contravention of the provisions of Municipal Council Policies, Municipal Systems Amendment Act No. 7 of 2011 or any other relevant legislation;
- If no communication has been received from us within thirty (30) days after the closing date, please consider your application not successful. The Municipality reserves the right to appoint or not appoint any person.
- Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will automatically disqualify the applicant.
- The successful candidate will be held personally liable for certain costs incurred during recruitment if he or she, after being appointed decline to accept the appointment.
- If you meet the stated requirements, a fully completed Annexure C Application Form, Detailed Curriculum Vitae, recently certified copies of all qualifications, a recently certified copy of the Identity Document and Driver's License (certified copies must not be older than 3 months) and proof of Competency level, where applicable is required.
- No fax or e-mailed applications will be considered; applications received after the closing date indicated below will not be accepted.

Applications can be posted to The Municipal Manager
Attention: Adv. W Blundin
Kgatelopele Municipality
P.O. Box 43
DANIELSKUIL
8405

Or can be hand delivered at:

Kgatelopele Municipality at the Human Resource Office.

Enquiries may be directed to Strategic Manager: Ms. Mildred Likotsi (053) 384 0086 during office hours between 07:30 am – 16:45pm Monday to Thursdays and Fridays till 15:30pm.

CLOSING DATE: 16 July 2024 at 12:00pm