

**INTERNAL / EXTERNAL ADVERTISEMENT  
COMMUNITY SERVICES DEPARTMENT**

Applicants is hereby invited from suitably qualified and experienced persons for the following permanent positions.

**POST: EXAMINER GRADE A: DLTC & VTS/ TRAFFIC OFFICER (GRAAFF REINET)**

**SALARY TK: 10**

**SALARY SCALE: R264 612 – R343 464**

**QUALIFICATION AND EXPERIENCE REQUIRED**

- Grade 12
- Diploma for Traffic Officers
- Registered as a Traffic Officer
- Registered as Examiner VTS and DLTC Grade A
- Certificate Examiner of Driving Licenses Grade A
- Certificate Examiner of Vehicles Grade A
- Valid Code EC and Code A Driver's licenses and PrDP
- No criminal record (valid SAPS Clearance Certificate to be submitted within 1 month of appointment) and eligible to be appointed as Peace Officer
- 3 years' traffic experience in local government
- Computer literacy (eNATIS and Microsoft Office applications)
- Proficiency in at least 2 official languages used in the area
- Willingness to work after normal working hours and during emergencies

**ADDITIONAL RECOMMENDATIONS:**

- Experience of law enforcement (traffic and by-laws)
- Management Representative experience
- 5 years' experience as Traffic Officer

**CORE RESPONSIBILITIES**

**Responsible for examining of driving licensing, testing of vehicles for roadworthiness, traffic law enforcement and law enforcement of by-laws (if required) in Graaff-Reinet**

- Responsible for operational services related to examining of driving licenses (including learner licenses and related eye testing etc) and vehicle testing for roadworthiness
- Responsible for operational services of law enforcement services (by-laws) if and when required
- Perform relief duties at other stations when required
- Perform active traffic officer duties
- Provision of education and creating awareness of potential risks w.r.t. traffic safety and general community safety
- Management Representative duties when required (DLTC and/ or VTS)
- Responsible for equipment and resources
- Co-ordinates and attends to specific administrative recording and recordkeeping and completes specific reports, statutory documentation and registers
- Interacts with all relevant stakeholders on all levels

**POST: EXAMINER GRADE A: VTS/ TRAFFIC OFFICER (WILLOWMORE)**

**SALARY TK: 9**

**SALARY SCALE: R235 068 – R305 088**

**QUALIFICATION AND EXPERIENCE REQUIRED**

- Grade 12
- Diploma for Traffic Officers
- Registered as a Traffic Officer
- Registered as Examiner VTS
- Certificate Examiner of Vehicles Grade A
- Valid Code EC and Code A Driver's licenses and PrDP
- No criminal record (valid SAPS Clearance Certificate to be submitted within 1 month of appointment) and eligible to be appointed as Peace Officer
- 3 years' traffic experience in local government
- Computer literacy (eNATIS and Microsoft Office applications)
- Proficiency in at least 2 official languages used in the area
- Willingness to work after normal working hours and during emergencies
- Experience of law enforcement (traffic and by-laws)

**CORE RESPONSIBILITIES:**

**Responsible for examining of vehicles for roadworthiness, traffic law enforcement and law enforcement of by-laws (if required) in Willowmore**

- Responsible for operational services related to vehicle testing for roadworthiness
- Responsible for operational services of law enforcement services (by-laws) if and when required
- Perform relief duties at other stations when required
- Perform active traffic officer duties
- Provision of education and creating awareness of potential risks w.r.t. traffic safety and general community safety
- Responsible for equipment and resources
- Co-ordinates and attends to specific administrative recording and recordkeeping and completes specific reports, statutory documentation and registers
- Interacts with all relevant stakeholders on all levels

**POST: TRAFFIC OFFICER**

**1X WILLOWMORE**

**1X GRAAFF REINET**

**SALARY TK: 9**

**SALARY SCALE: R235 068 – R305 088**

**QUALIFICATION AND EXPERIENCE REQUIRED**

- Grade 12
- Diploma for Traffic Officers
- Registered as a Traffic Officer
- Valid Code EC and Code A Driver's licenses and PrDP
- No criminal record (valid SAPS Clearance Certificate to be submitted within 1 month of appointment) and eligible to be appointed as Peace Officer
- 3 years' traffic experience in local government
- Computer literacy (eNATIS and Microsoft Office applications)
- Proficiency in at least 2 official languages used in the area.
- Willingness to work after normal working hours and during emergencies.
- Experience of Law enforcement traffic and by-laws

**CORE RESPONSIBILITIES:**

**LAW ENFORCEMENT FUNCTIONS & ROAD SAFETY**

Coordinates specific activities associated with controlling traffic flow and public safety by:

- Interacting with the Control Room for specific services (breakdown, fire, etc.) to remove obstacles (broken down vehicles, rocks on the road, etc) or contain specific disasters to facilitate traffic flow.
- Use hand signals to communicate with drivers and pedestrians, directing, diverting, stopping and controlling the flow of traffic.

- Conducting scholar patrol functions when required and interacting with members of the public, schools, taxi associations, etc. and educating them on the rules and regulations of the road.
- Attending to accidents and securing the scene, identifying vehicles involved and ascertaining the nature of accidents, summoning for an ambulance where required, recording the details of the accidents for insurance claims/ any civil claims, conducting arrests when necessary.

### **COMMUNITY POLICING**

Monitors the local area and attends to specific security operations and acts on situations/behaviour deemed to be inappropriate or non-conforming by:

- Patrolling and observing the streets and suburban areas and identifying with non-conforming practices.
- Communicating with the offender and/ or interacting with the Control Room or South African Police Services to facilitate arrest for more serious offences.
- Acting on distress calls or information related to crime in progress, communicating with the Control Room to establish location and details and executing specific policing sequences on the scene (crowd control, arrests, etc.)

### **ENFORCING COMPLIANCE**

Enforces specific by-laws, road traffic and safety regulations, by:

- Participating in routine checks and setting up and operating speed timing devices and, stopping vehicles and conducting inspection of driver licenses, vehicle registration and roadworthiness requirements and/ or attending to specific infringement of road safety rules.
- Conducting inspections of premises, checking validity of business licenses and conformance with specific by-laws and regulations.
- Attending to the documentation and notification procedures, serving of summons, compliance orders, executing warrants of arrests and preparing statements.
- Completing and submitting case files to facilitate prosecution and attending and defending specific actions in the court of law, including the issuing of summons.
- Submitting and testifying in court to protect the evidence of the case in question, helping to maintain order in the court during the proceedings of the case, and assisting to safeguard the prisoners during court cases.
- Assist with ministerial escorts, security, etc.

### **GENERAL FUNCTIONS REPORTS AND REGISTERS**

Completes specific reports, statutory documentation, and registers by:

- Recording the statements of witnesses and offender's and/ or completing details of traffic offences/ contraventions prior to issuing the fines.
- Updating the occurrence book inserting details of incidents and activities attended to.
- Completing procedural documentation (vehicle log sheets, time sheets, statements, inspection checklists, etc) inserting the appropriate details.

### **EQUIPMENT/ GENERAL MAINTENANCE AND SUPPORT**

Attends to the application of specific maintenance sequences with respect to equipment and vehicle by:

- Executing laid down procedures to test and determine the functionality of equipment/ vehicles and reporting defects to the immediate superior for attention.
- Cleaning speed trapping equipment and firearm, dismantling and assembling components and testing functionality.

All applicants must complete the official Dr Beyers Naude Local Municipal application form which must be accompanied by a detailed curriculum vitae plus certified copies of all qualifications not older than two months and at least two recent testimonials which must reach the Human Resources Officer, (Mrs.H.C.Wessels) at the following addresses: Dr Beyers Naude Local Municipality, P.O. Box 71, Graaff-Reinet, 6280, Email: [wesselsh@bnlm.gov.za](mailto:wesselsh@bnlm.gov.za) / [klassend@bnlm.gov.za](mailto:klassend@bnlm.gov.za) not later than **4 December 2023**. Late, applications will not be considered. The municipality is committed to the provisions of the Employment Equity Act in its Recruitment/Employment policies. Applicants who have not been contacted within six weeks from the closing date of the advert should consider themselves unsuccessful, applicants should also consider themselves unsuccessful when not contacted six weeks after the interviews. Canvassing of councillors or officials in respect of the position will lead to the disqualification of the applicant. Council reserves the right to fill or not to fill the vacancy.

**DR. E.M. RANKWANA**  
**MUNICIPAL MANAGER**  
**P.O. Box 71**  
**Graaff-Reinet**  
**6280**  
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