

EMTHANJENI MUNICIPALITY



ADVERTISEMENT

NOTICE NO: 38/2022

Emthanjeni Municipality, with its Headquarters in De Aar invites suitably qualified candidates to apply for the following vacant posts. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

DIRECTORATES: COMMUNITY SERVICES

1. **ASSISTANT: SUPERINTENDENT TRAFFIC (DE AAR)**

Salary: R 370 590.00 – R 481 046.00 (Task Level 12)

Abovementioned post offers the following benefits:

- 13th Cheque
- Pension fund benefits
- Medical aid fund benefits
- Leave and housing benefits

Key Requirements:

- Grade 12
- Basic training qualification attained
- Traffic Officer Diploma
- Code EC and A
- Examiner of Driving Licenses Grade A and registered (Examiner of Vehicles Grade A recommended)
- 5-8 years relevant experience as a Senior Traffic Officer or equivalent
- 2-3 years' must be supervisory experience
- Proven supervisory skills
- No criminal record, and firearm proficiency

- Computer literacy
- Sound human relations, communication, negotiation and presentation skills
- Report writing skills
- Creative and analytical thinking
- Ability to work under pressure

Duties and Responsibilities:

The incumbent of the post will be responsible to:

- Responsible for administrative and human resource related activities
- Formal reporting to Superintendent on all traffic related activities
- Performs a traffic service and all law enforcement
- Examiner of Vehicles
- Examiner of Driving licenses
- Management Representative for Drivers License Testing Centre (De Aar and Hanover) and Vehicle Testing Station (De Aar)
- Monitor and Supervise the Motor Registration and Licensing Unit
- Monitors adherence to traffic law enforcement to ensure traffic flow and safety
- Handle representations of transgressions and investigate the details
- Administering and issuing of notice and summonses
- Supervise and Controls traffic for schools, accidents, funeral purposes etc.
- Activities regarding fire brigade and rescue services to the community

Interested persons are requested to forward completed application forms, which can be found on the website of Emthanjeni Local Municipality at www.emthanjeni.co.za, or at all Emthanjeni Municipal offices together with a comprehensive CV and certified copies of qualifications. For enquiries contact the Senior Manager: Community Services, Mr HM Joka at 053 632 9100.

Closing date: **19 August 2022 at 12h00**

**I Visser
Municipal Manager
Emthanjeni Municipality
PO Box 42
De Aar
7000
Tel: 053 632 9100**

- Canvassing for selection will automatically disqualify an applicant.
- If no reply to your application has been received within sixty (60) days of the closing date, you should consider your application as being unsuccessful.
- No late or facsimile applications will be accepted.
- No applications will be considered without certified copies of the original documents of qualifications.
- The Council reserves the right not to appoint.
- Correspondence will be limited to short-listed candidates.

The Municipality reserves the right not to make an appointment.

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MUNICIPAL MANAGER
PO Box 42
De Aar
7000
Tel: 053 632 9100**