

Witzenberg Municipality, with its Head Office in Ceres, serves the following areas: Ceres, Tulbagh, Wolseley, Prince Alfred's Hamlet, and Op-die-Berg.

DIRECTORATE: CORPORATE SERVICES
TRAFFIC DEPARTMENT
2 X SHIFT INSPECTORS: TRAFFIC (ASSISTANT SUPERINTENDENTS: TRAFFIC SERVICES)
(REFERENCE: COM 59 & COR 94)
PERMANENT APPOINTMENT – TRAFFIC DEPARTMENT

Applications are hereby invited from individuals with the applicable qualifications for the above vacancy.

Requirements:

- Relevant Tertiary Qualification in Traffic Management or equivalent on NQF Level 6 or an ITO III Diploma.
- National Traffic Officers Diploma Accredited by Traffic Officers Training Academy.
- A valid Computer Literacy Certificate.
- A Valid Code B driver's licence.
- 5 - 8 years' relevant experience required, of which 2 - 3 years' must be supervisory experience.
- No criminal record (proof of criminal clearance certificate) and medically fit.
- A valid Firearm proficiency Certificate.
- Good supervision, human relations, interpersonal, and communication skills.
- Sound mathematical and technical skills. Ability to give attention to detail.
- High level of responsibility. Ability to work under pressure. Ability to handle conflict
- Fluent in at least 2 of the 3 languages spoken in the Western Cape: Afrikaans and English or IsiXhosa.
- **Please note:** A performance agreement is also applicable to this position whereby the employer reserves the right to institute a performance management program.

COMPETENCY REQUIREMENTS OF THE POST		
No	Category	Competency
1.	Core Professional Competencies	Community and Customer Focus; <i>Problem Solving</i>
2.	Functional Competencies	<i>Negotiation and Influencing</i> ; Resilience; Communication; Ethics and Professionalism; Patrol, Enforcement and Emergency Response
3.	Public Service Orientation Competencies	Interpersonal Relationships; Communication; Service Delivery Orientation; Client Orientation and Customer Focus
4.	Personal Competencies	<i>Action and Outcome Orientation</i> ; Resilience; <i>Change Readiness</i> ; <i>Cognitive Ability</i> ; <i>Learning Orientation</i>
5.	Management / Leadership Competencies	<i>Team Orientation</i> ; <i>Direction Setting</i> ; <i>Coaching and Mentoring</i> ; <i>Impact and Influence</i>

Duties:

- Identify with the Public Safety strategy with respect to service delivery and define, implement and monitor the short-term.
- Plans and objectives for the Road Traffic and Law Enforcement functionality and communicate with the immediate superior on specific Key.
- Performance Areas (Road Safety, Public Safety) with a view to aligning functions and service delivery objectives against the capacity and capability of the Section and analyse service delivery trends and capacity against requirements.
- Submit reports supporting specific provisions for consideration during the preparation of capital and operational expenditure estimates to support plans and objectives.
- Report internally and externally on implementation outcomes with regard to Law Enforcement interventions and work in progress.
- Provide reasons and recommendations to improve and sustain the quality and performance levels of the Section.
- Define and adjust the role boundaries, workflow processes and job design against laid down service delivery requirements.
- Determine staffing levels and prepare motivations for the filling of vacancies to complement functional objectives and requirements.
- Conduct appraisals to measure performance against agreed objectives.
- Counsel and consult with personnel on developmental goals, career paths and short-term targets and standards.
- Monitor the adequacy of current training interventions through the evaluation of competency demonstrated in workplace application.
- Prepare assessment and progress reports for inclusion in the consolidated Skills Development Plan of the Department.

- Analyze statistical information pertaining to staff attendance, overtime, and leave.
- Address deviations or occurrences of abuse and workplace conflict through the implementation of corrective measures in accordance with Human Resources Policies and Procedures.
- Communicate to personnel, through verbal and written media, statutory and procedural requirements for adoption and compliance thereof and inspect work sites and conduct observations of work sequences.
- Determine the extent of awareness and the need for corrective and remedial measures.
- Discuss and investigate workplace accidents and incidents.
- Seek reasons from subordinate personnel on any non-compliance or deviation and provide direction on courses of action for execution.
- Evaluate the operating functionality and condition of vehicles and equipment through perusal of inspection checklists, service records and registers and identify risks and the availability of alternative courses of action for possible implementation.
- Monitor the safekeeping and issue of arms and ammunition, check registers and records against serial numbers and investigate and execute corrective measures to rectify deviations.
- Supervise, co-ordinate and monitor sequences associated with the implementation of statutory Laws and By-Laws related to Public Safety.
- Analyze and evaluate requirements associated with specific investigations arising out of complaints received from the Public with respect to criminal activities, nuisances, public disturbance, etc.
- Participate and direct investigation sequences encompassing visits to locations.
- Communicate with offenders, execute arrests and remove evidence to support prosecution.
- Attend to the documentation and notification procedures with regard to the issuing of summonses and execute warrants of arrest.
- Devise, coordinate and implement specific plans associated with controlling traffic and maintaining road safety.
- Complete and submit case files to facilitate prosecution and attend and defend specific actions in Court.
- Devise, coordinate and implement specific plans associated with controlling traffic and maintaining road safety roadblocks, traffic speed timing, and major events, with due consideration given to resources.
- Monitor the execution of traffic (speed timing) operations and roadblocks, visit specific sites and locations and check on applications associated with identifying and communicating offences to motorists.
- Address traffic control requirements due to roadworks, road closures, major events and peak-hour traffic congestion.
- Allocate personnel and prioritize specific locations identified as 'high accident zones' for attention.
- Monitor maintenance requirements with respect to safety signage and applications in the Municipal area.
- Attend to the repair and replacement of missing and faulty items and refer specific requirements and hazards for further attention and decision-making.
- Disseminate guidance and information on specific key performance areas and requirements associated with Traffic policing and Road Safety.
- Participate in various meetings (Committees, internal and external forums) and provide comments on functional issues with respect to service deliverables and respond to queries through the collection of factual information and present findings to substantiate outcomes.
- Collaborate with external official departments (South African Police Service) on procedural applications and principles with a view to aligning internal processes.
- Prepare investigational and productivity reports referring to statistical data and qualitative information related to service delivery initiatives of the Section for the attention of the immediate superior for consideration and inclusion into Council and Sub Committee reports.
- Complete instructional and operational documentation (vehicle log sheets, occurrence registers, overtime schedules) and extract information from field reports and activity lists and forward it for approval and processing.
- Compile investigational reports and responses to correspondence and queries.
- Undertake research and extract information and records to support content, recommendations and opinions.
- Maintain the activity and recordkeeping systems and execute specific actions to facilitate the updating of registers and schedules.

Salary: R 373 129.02 per annum (Post Level T11 of a Grade 4 Municipality)

Interested candidates must complete an official application form, which is obtainable on our website: www.witzenberg.gov.za or at the Municipal Buildings at ODB, Wolseley, PA Hamlet, Tulbagh, and the main Office at Ceres. **(Applicants who do not fully complete the official application form and who do not submit certified copies of qualifications/identity documents/driver's license(when applicable) and who do not provide three work-related contactable references will not be considered)** with a detailed CV accompanied by a cover letter, certified copies of qualifications, driver's license and three (3) names of work-related references **(The email address of your referent must be work-related)** to the Senior Human Resource Practitioner, or E-mail to: jobs@witzenberg.gov.za. For further inquiries, please contact Mr. H. Arendse at the Human Resources Department at Telephone number 023 – 3161854. **Disclosure of incorrect information will lead to disqualification.**

Closing Date: 19 OCTOBER 2026 BEFORE 12H00

Please note: Canvassing of Councillors or any member of the Appointment Committee will result in automatic disqualification. Applicants who do not receive a reply within one (1) month after the closure of the applications should consider their application unsuccessful. Applications received after the closing date will not be accepted or considered. Witzenberg Municipality reserves the right not to appoint. Your application will be subjected to verification of qualifications as well as credit and criminal record checks.

Please state the reference number on your application

(Witzenberg Municipality fully supports and encourages designated groups to apply (in terms of the Employment Equity Act)

Municipal Manager
D Nasson
04/03/23