



EMALAHLENI LOCAL MUNICIPALITY (EASTERN CAPE)

NOTICE NO: HR 02/2024

EXTERNAL ADVERTISEMENT OF POSITIONS

Emalahleni Municipality is a Grade 2 municipality comprising of Indwe, Dordrecht and Cacadu with its seat in Cacadu. Emalahleni Municipality is an equal opportunity employer and subscribes to the principles of employment equity.

Applications are invited from suitably qualified candidates for the filling of the following position (African Females and Males are encouraged to apply)

1. COMMUNITY SERVICES DIRECTORATE

Applications are invited from suitable qualified candidates for the filling of the following positions (Preference will be given to African Males)

1.1 CHIEF TRAFFIC OFFICER

SALARY SCALE: TASK GRADE 15 (R 526 254- R683 092) PER ANNUM

FRINGE BENEFITS

Normal fringe benefits include leave, housing subsidy on certain conditions,

Car allowance: R106 928.64 per annum

Cellphone allowance: R25 027.56 per annum

Data Allowance: R6 633.84 per annum

ESSENTIAL REQUIREMENTS

- **Grade 12 (Matric)**
- **National Diploma in Traffic Safety Management/ Public Safety and Security/ Municipal Traffic Policing.**
- **Preferably a B Degree/ B-Tech in Traffic Safety Management/ Public Safety and Security/ Municipal Traffic Policing.**
- **5 year's work experience as Traffic Officer of which 3 years at Supervisory level.**
- **Diploma: Examiner of Driving Licence Grade "A".**
- **Diploma: Examiner of Vehicles Grade "A".**
- **Registration as Traffic Officer.**
- **Must have valid Driving Licence**
- **No criminal records and security vetting will be conducted.**
- **Firearm Proficiency.**

COMPETENCY

- Computer literacy including Microsoft Word, Excel, Publishers, PowerPoint
- Excellent interpersonal skills, having ability to demonstrate record of safety leadership role.
- Skills and knowledge of legislations and interpretation

KEY RESPONSIBILITIES

- Coordinating and controlling all activities associated with Municipal Traffic Services Functions, Law enforcement, Traffic Transgression and Municipal By-Laws.
- Planning and facilitating Law Enforcement operations by ensuring that all Traffic Regulations and Laws are effectively executed.
- Developing short, medium and long-term Traffic Law Enforcement Strategies.
- Developing Traffic Management Plan and be responsible for its execution.
- Creating and instituting an effective reporting system of the unit.
- Conducting research and inspection in order to develop intervention strategies that will address the expansion of Traffic demands in line with the Municipal IDP.
- Planning and Managing functions associated with the driving testing licensing Centre by developing and managing the implementation of systems and controls to regulate specific work sequences associated with the functionality of the DLTC.
- Planning and leading functions associated with testing and certification of vehicle road worthiness applications, by planning dates and timing of vehicle road worthiness in conjunction with the Management Representative (Examiner)
- Managing and controlling specific routines associated with the impounding, disposal, and administering stray animals within the Municipality.
- Administering road accident, road safety and supporting emergencies, fire, and rescue services during disasters.
- Managing and Coordinating speed checking, roadblocks, special operations, traffic patrol duties and attends to court cases.
- Maintaining effective and efficient stakeholders' relations and ensure all general protocols, policy and procedures are adhere to.
- Monitoring effective utilization of Municipal assets and resources.
- Addressing workplace conflict/ conduct through the initiation and co-ordination of consultative processes and implementation of specific disciplinary procedures.

Applications are invited from suitably qualified candidates for the filling of the following position (African Females are encouraged to apply)

1.2 TRAFFIC OFFICER X2

SALARY SCALE: TASK GRADE 10 (R258 334.00 -R335 359. 00) PER ANNUM

FRINGE BENEFITS

Normal fringe benefits include leave, housing subsidy on certain conditions,

Cellphone allowance: R6 036.12 per annum

REQUIREMENTS

- Grade 12/ Matric
- Traffic Officers Diploma
- Diploma: Examiner of Driving License Grade "A" will be an added advantage
- Diploma: Examiner of Vehicles GRADE "A" will be an added advantage.
- Registration as Traffic Officer
- Unendorsed Code A & EC Driving Licence
- No criminal record and security vetting will be conducted
- 2 years relevant experience

KEY RESPONSIBILITIES

- Conducting effective law enforcement to ensure safety on the roads.
- Stopping vehicles for inspections.
- Issuing traffic fines/ citations and warnings
- Impounding cars that are not road worthy, illegally parked or abandoned.
- Conducting point duty (traffic control).
- Conducting pedestrian violation enforcement.
- Conducting speed measuring.
- Conducting overload control.
- Attending to moving violations.
- Attending to drunken driving.
- Public transport law enforcement.
- Attending to road accidents, record accidents and secure accident scenes.
- Conducting physical escorts for VIPs, abnormal loads, and events.
- Conducting crowd control.
- Ensuring compliance with all policies and Standard Operating Procedures in the execution of duties.
- Using equipment and vehicles effectively.
- Maintaining records and register in the work area.
- Giving evidence in court for any transgression.

- Keeping records of activities and compile reports concerning infringements, transgressors, accidents.
- Sharing information and working with other law enforcement agencies as directed and appropriate.
- Collaborating with contribute to the team.
- Valuing adding relationships built with stakeholders.
- Conducting effective law enforcement to ensure safety on the roads.
- Roading safety and supporting emergency, fire and rescue services during disasters.

Applications are invited from suitably qualified candidates for the filling of the following position (Preference will be given to African Females)

2. CORPORATE SERVICES DIRECTORATE

2.1 INFORMATION TECHNOLOGY (IT) TECHNICIAN

SALARY SCALE: TASK GRADE 10 (R258 334- R335 359) PER ANNUM

ESSENTIAL REQUIREMENTS

- Matric / Grade 12
- National Diploma (NQF level 6) in Information Technology or relevant qualification
- Valid Driver's License
- Minimum 2 years working experience in the IT field.

KEY RESPONSIBILITIES

- Installation of computer software (Operating system and applications) or computer hardware.
- Troubleshooting, repair, and maintain computer hardware and software components.
- Determining and installing appropriate security measures.
- Configuration of computer networks this includes installation and replacement of data cabling and network points.
- Providing technical support to users on-site or via phone or email.

Applicants for the above-mentioned positions are required to fully complete and submit a prescribed application form obtainable from our reception or download from www.emalahlenilm.gov.za, detailed Curriculum Vitae together with certified copies of all qualifications and the Identity Document, Driver's licence. Applications not accompanied by the required documentation will not be considered. The Council reserves the right not to continue with the interviews and appointments if no suitable candidate is found.

Emalahleni Municipality is an equal opportunity employer with a firm commitment to employment practices irrespective of race, gender and disability.

Correspondence will only be entered into with short-listed candidates. Applicants not contacted within 30 days of the closing date may safely assume that their applications were not successful. The Council nevertheless appreciates the interest shown by applicants. Enquiries can be made with Human Resources Practitioner Ms Sanelisiwe Zangwa, at 071 435 1078 during office hours.

Applications can be hand delivered to the Registry Section, 37 Indwe Road, Lady Frere or posted to the as follows: -

**MR N MNTUYEDWA
The Acting Municipal Manager
Emalahleni Local Municipality
Private Bag X1161
CACADU
5410**

**No email applications will be accepted, and
No Late applications will be considered, therefore post delays must be considered by the applicant.**

MUNICIPAL MANAGER'S OFFICE
The closing date for applications is Monday, 12 February 2024.

