



## PRINCE ALBERT MUNISIPALITEIT

PRIVAT BAG X53  
PRINCE ALBERT, 6930

NOTICE NO. 143/2022

**DIRECTORATE CORPORATE AND COMMUNITY SERVICES**

**SECTION: TRAFFIC AND LAW ENFORCEMENT SERVICES**

**VACANCY: SNR TRAFFIC OFFICER**

**WC052 – 1.6.2.4.3**

### INTERNAL & EXTERNAL VACANCY

*Written application on the prescribed application form are hereby awaited from suitably qualified and experienced candidates for appointment as a:*

### SENIOR TRAFFIC OFFICER

#### MINIMUM REQUIREMENTS

- Grade 12
- Traffic Officer Diploma
- Examiner for learners and drivers license qualification (K53)
- Applicable operator certificate for speed measurement equipment
- Valid drivers license for C1 or higher  
5 years relevant experience required of which 2 years must be supervisory experience
- Proficient in at least two (2) of the three (3) official languages of the Western Cape
- Computer literate (MS Office applications)
- No criminal record
- Acces to Enatis

#### COMPETENCIES REQUIRED

##### CORE PROFESSIONAL COMPETENCIES

- Uses an analytical approach to solve problems
- Gathers information and ideas from outside to benefit the municipality;
- Exercises good judgement, making fair decisions
- Maintains professional ethics when confronted with pressure from others
- Manages conflicting pressures and tensions
- Resists pressure to make quick decisions where full consideration is needed
- Communicates in a way that is understandable and meaningful to everyone
- Recognises potential conflicts of interest under applicable professional standards
- Fosters a culture of ethical behaviour

##### FUNCTIONAL COMPETENCIES

- Directs effective patrols to prevent crimes
- Co-ordinates multiple patrol activities, plans and co-ordinates patrol activities for special events such as festivals and protests
- Able to develop strategies and procedures for dealing with community support services
- Responds to calls promptly and effectively

## **PUBLIC SERVICE ORIENTATION COMPETENCIES**

- Convinces others of ideas without suppressing their views
- Acknowledge merits in others arguments and to incorporate in proposals where it is warranted
- Negotiates skilfully in tough situations with both internal and external stakeholders
- Structures written documents in a logical framework
- Engages effectively with general public
- Sets the climate and creates a culture to attain client focused outcomes (i.e. performance management, resource allocation etc.)

## **PERSONAL COMPETENCIES**

- Pushes self and motivates others for results
- Drive to meet deadlines
- Implements client satisfaction feedback to ensure provision of quality service, plans and initiates new ways forward
- Promotes change as an opportunity rather than a threat and acts as a role model in mobilising team members towards change
- Deals effectively with ambiguity and uncertainty
- Remains abreast of changes in the industry and promotes best practice

## **MANAGEMENT / LEADERSHIP COMPETENCIES**

- Fosters a strong sense of team belonging
- Contributes towards positive climate within team
- Involves and empowers team in setting and achieving goals
- Good at establishing clear direction and sets out team goals providing clear sense of purpose
- Able to identify appropriate training interventions for staff and
- Able to understand the underlying causes for poor performance and to provide the appropriate support
- Able to convince, persuade and influence others; and
- Commands respect from peers and subordinates

## **FUNCTIONS & RESPONSIBILITIES**

- Traffic law enforcement in terms of the National Road Traffic Act and National Road Transport Act
- Municipal law enforcement in respect of Municipal by-laws
- Traffic Administration
- Perform activities / tasks related to the testing and issuing of learner's licenses
- Act as Management Representatives
- Personnel Management and Supervision
- Law enforcement patrols undertake within municipal jurisdiction
- Attending to and handling complaints
- Assistance in setting up roadblocks
- Assist with disaster management activities
- Attending Court Proceedings
- Be prepared to perform overtime as may be required from time to time

**SALARY : T12 - R 333 608, 28 per annum (R 27 800, 69 pm)**

Normal fringe benefits are applicable to the position: such as pension and medical aid contribution, housing subsidy and a thirteen cheque after 12 months of employment.

**STATUS OF POSITION : PERMANENT**

**CLOSING DATE : FRIDAY 12 AUGUST 2022**

Application on the prescribed application form with certified copies of qualifications, curriculum vitae, identification document, drivers license and courses must be posted to: **Mr Abridon Sass – Human Resource Management Department**, 33 Church Street, Prince Albert, 6930, tel 023 541 1036 before or on **FRIDAY 12 AUGUST 2022 at 15:00**.

Applicants are encouraged to submitted applications to [jobapplications@pamun.gov.za](mailto:jobapplications@pamun.gov.za)

Candidates must be willing to be subjected to an interview and evaluation process and be aware that previous employers and referrals can be contacted and their qualifications, credit record can be verified.

Queries can be directed to Mr. Abridon Sass at 023 541 1036 or [abridon@pamun.gov.za](mailto:abridon@pamun.gov.za).

Prince Albert Municipality is an equal employer and encourage persons with disabilities, persons from previously disadvantage groups and especially women to apply. The Municipality reserve the right to not make an appointment. Canvassing will lead to automatic disqualification. If you do not receive any feedback within 30 days after the closing date, applicants may assume that their applications wer unsuccessful.

**If you have not received any correspondence regarding your application within 30 days after the closing date of the Municipality, you can accept that your application was unsuccessful.**

<p><b>PRINS ALBERT MUNISIPALITEIT</b> Private Bag X53, PRINS ALBERT 6930 e-pos: <a href="mailto:jobapplications@pamun.gov.za">jobapplications@pamun.gov.za</a> Tel. (023) 5411320 Faks. (023) 5411321</p>		 <hr/> <p><b>ALDRICK HENDRICKS</b> <b>ACTING MUNICIPAL MANAGER</b> <b>20 JULY 2022</b></p>
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