



BERGRIVIER MUNICIPALITY

Bergrivier Municipality ensures the wellbeing of all communities within the Bergrivier region through economic growth, social wellbeing, community involvement and effective management within a safe and healthy environment. (Women and persons with disabilities are encouraged to also apply.)

Bergrivier Municipality with its head office in Piketberg and approximately an hour's drive from Cape Town currently has the following vacancy and awaits applications from competent persons who comply with the minimum job requirements.

VACANCY INTERNAL & EXTERNAL APPLICATIONS WILL BE CONSIDERED

SUPERINTENDENT: TRAFFIC (PIKETBERG)
DIRECTORATE: COMMUNITY SERVICES
REF: GD14/371/PB

Qualification: Grade 12
Traffic Officer Diploma
Examiner of Driving Licenses Diploma (K53) Grade A
Examiner of Driving Licenses Diploma Grade A
Basic First Aid certificate

Experience: Eight (8) years relevant experience required inclusive of proven supervisory / managerial experience

Requirements: Valid Code A & EC driver's license · No criminal record · Firearm proficiency · Proficiency in at least 2 of the official languages of the Western Cape (Afrikaans/English/isiXhosa - read, write & speak) · Good management, human relations, interpersonal and communication skills · Conflict handling skills · Ability to give attention to detail · High level of responsibility · Must be physically fit and abled bodied · Must work overtime / shifts when required and standby duties when required · Must perform duties in other areas of the municipality when required.

Job Purpose: Manages the implementation, monitoring, evaluation and reporting sequences of outcomes associated with plans and programmes designed to accomplish key service delivery objectives with respect to traffic control through the co-ordination of operations associated with the enforcement of laws and maintaining road safety, and the provision of a vehicle testing and licensing service through the co-ordination of operations and quality systems and approval / certification processes.

Key Performance Areas: Identifies with the road safety strategy and statutory requirements and defines, and implements and monitors the short term plans / objectives · Directs and controls the key performance indicator's and outcomes of personnel within the section · Manages and supervises the operational staff · Co-ordinates the implementation of specific plans associated with controlling traffic and maintaining road safety · Monitors and performs, as management representative for driving license testing centre applications / procedures associated with testing of learner drivers and drivers · Monitors and performs, as management representative for vehicle registrations and licensing applications / procedures associated with the registration of vehicles · Liaise and communicate with external stakeholders · Ensures compliance with National / Provincial and Local Legislation and amendments · Implements procedures, systems and controls to regulate specific work and related applications · Undertakes specific activities during disasters / emergency / firefighting and / or communicates potential risk and hazard situations · Provide guidance and information on specific key performance areas and requirements associated with the traffic policing and road safety · Co-ordinates specific administrative and reporting requirements associated with the key performance and result indicators of the functionality · Any other related duty as requested by the Supervisor.

This Competency level for this position is a level 4 as stipulates in Annexure A of the Municipal Staff Regulations Government Notice R890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies:

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
<ul style="list-style-type: none"> Community and customer focus Problem solving Negotiation and influencing Resilience Communication Ethics and professionalism 	<ul style="list-style-type: none"> Patrol, enforcement and emergency response 	<ul style="list-style-type: none"> Interpersonal relationships Communication Services delivery orientation Client orientation and customer focus 	<ul style="list-style-type: none"> Action- and outcome orientation Resilience Change readiness Cognitive ability Learning orientation 	<ul style="list-style-type: none"> Team orientation Direction setting Coaching and Mentoring Impact and influence

Salary:	R 349 848.00 annually (T12 of a Category 3 Local Authority)
Date of acceptance:	01 September 2023 or as soon as possible
Enquiries:	Mr C Cornelissen at 022 913 6000

GENERAL:

1. A service bonus equivalent to one month's salary, where applicable, will be payable and be supplemented by the normal benefits applicable to the Municipality including a housing allowance for home owners subject to certain conditions.
2. The Municipality is an equal opportunity employer and respects the conditions of the Employment Equity Act, preference will be given to candidates who comply with the Employment Equity Targets.
3. The Municipality is not bound to make any appointment
4. All appointments are subjected to police clearings; which means that you give us permission to obtain police clearance, by applying for a position at the Municipality.
5. Applications received after the closing date or which have been received without the documentation mentioned below, will not be considered.
6. Only short-listed applicants will be contacted for interviews. Applicants can regard their applications as being unsuccessful if no feedback has been received within six weeks from the closing date.
7. Canvassing of any councillor and/or member of the Appointment Committee and/or any personnel member of the Municipality will not be allowed and will immediately disqualify applicants.
8. In addition to the minimum job requirements and station mentioned herein, applicants may be expected to work overtime or be on standby, as well as render services in other parts within the municipal area, as required.
9. Appointment in certain posts is subject to a security clearance and applicants will also undergo an interview and evaluation process and where necessary, write a trade test.
10. The municipality respects the conditions of the Protection of Personal Information Act. By submitting your information and application you confirm that the information you have provide to us is true, up to date and correct.
11. Preference will be given to local candidates within the Bergrivier Municipal area (WC013).
12. Successful candidates will be expected to sign a contract of employment, disclosure of benefits and interest and a performance contract (where applicable) with the employer.

A covering letter with at least two contactable references (managers, subordinates or peers), must accompany the completed prescribed application form (available on request at Tel. 022 913 6000 or on the municipality's website www.bergmun.org.za) with certified copies of the necessary qualification certificates and a Curriculum Vitae (Maximum of 3 pages), to reach the **Municipal offices, Piketberg or mailed to PO Box 60, Piketberg 7320 for the attention of Mr D Verhoog (Human Resources Officer: Provisioning and Administration)** by no later than the closing date.

NO FAXES OR ELECTRONIC APPLICATIONS WILL BE ACCEPTED.

CLOSING DATE: TUESDAY, 04 JULY 2023 AT 15:00

**ADV H LINDE
MUNICIPAL MANAGER**

MN 112/2023

**13 CHURCH STREET
P O BOX 60
PIKETBERG
7320**



BERGRIVIER MUNISIPALITEIT

Bergrivier Munisipaliteit verseker die welstand van alle gemeenskappe in sy gebied deur ekonomiese groei, sosiale welstand, gemeenskapsbetrokkenheid en effektiewe bestuur binne 'n veilige en gesonde omgewing. (Vroue en persone met gestremdhede word aangemoedig om ook aansoek te doen.)

Bergrivier Munisipaliteit, met sy hoofkantoor te Piketberg en ongeveer 1 uur vanaf Kaapstad, beskik tans oor die volgende vakature en aansoeke word ingewag van bevoegde persone wat aan die gestelde minimum posvereistes voldoen.

VAKATURE INTERNE & EKSTERNE AANSOEKE SAL OORWEEG WORD

SUPERINTENDENT: VERKEER (PIKETBERG)

DIREKTORAAT: GEMEENSKAPSDIENSTE

VERW: GD14/371/PB

Kwalifikasie: Graad 12
Verkeersbeampte Diploma
Eksaminator van Bestuurslisensies Diploma (K53) Graad A
Eksaminator van Bestuurslisensies Diploma Graad A
Basiese Noodhulpsertifikaat

Ondervinding: Agt (8) jaar toepaslike ondervinding, insluitend toesighoudende / bestuurs ondervinding

Posvereistes: Geldige Kode A & EC-bestuurslisensie · Geen kriminele rekord · Vuurwapenvaardigheid · Bevoegdheid in ten minste 2 van die amptelike tale van die Wes-Kaap (Afrikaans/Engels/isiXhosa - lees, skryf en praat) · Goeie bestuur, menseverhoudings, interpersoonlike en kommunikasievaardighede · Konfliktanteringsvaardighede · Vermoë om aandag aan besonderhede te gee · Hoë vlak van verantwoordelikheid · Moet fisies fiks en bekwaam wees · Moet oortyd werk / skofte werk wanneer nodig en bystand pligte verrig wanneer nodig · Moet pligte in ander areas van die munisipaliteit wanneer nodig.

Posdoel: Bestuur die implementering, monitering, evaluering en rapportering van uitkomste wat verband hou met planne en programme wat ontwerp is om sleutel dienslewingsdoelwitte met betrekking tot verkeersbeheer te bereik deur die koördinerende van bedrywighede wat verband hou met die toepassing van wette en die handhawing van padveiligheid, en die voorsiening van 'n voertuigoets- en lisensieringsdiens deur die koördinerende van bedrywighede en kwaliteitstelsels en goedkeuring-/sertifiseringsprosesse.

Sleutel prestasie areas: Identifiseer met die padveiligheidsstrategie en statutêre vereistes en definieer, implementeer en moniteer die korttermynplanne / doelwitte · Lei en beheer die sleutelprestasie-aanwysers en uitkomste van personeel binne die afdeling · Bestuur en hou toesig oor die operasionele personeel · Ko-ördineer die implementering van spesifieke planne wat verband hou met die beheer van verkeer en die handhawing van padveiligheid · Moniteer en voer, as bestuursvertegenwoordiger vir bestuurslisensietoetsentrum toepassings / prosedures wat verband hou met toetsing van leerlingbestuurders en -bestuurders · Monitor en voer, as bestuursvertegenwoordiger vir voertuigregistrasies en lisensieringsaansoeke / prosedures geassosieer met die registrasie van voertuie · Skakel en kommunikeer met eksterne belanghebbendes · Verseker voldoening aan Nasionale / Provinsiale en Plaaslike Wetgewing en wysigings · Implementeer prosedures, stelsels en kontroles om spesifieke werk en verwante toepassings wat met die funksionaliteit geassosieer word te reguleer · Onderneem spesifieke aktiwiteite tydens rampe / noodgeval / brandbesteding en / of kommunikeer potensiële risiko- en gevaarsituasies · Versprei leiding en inligting oor spesifieke sleutelprestasie-areas en vereistes wat verband hou met die verkeerspolisiëring en padveiligheid · Koördineer spesifieke administratiewe en verslagdoeningsvereistes wat met die sleutelprestasie verband hou en resultaat-aanwysers van die funksionaliteit · Enige ander verwante plig soos deur die Toesighouer versoek.

Die bevoegdheidsvlak vir hierdie pos is 'n vlak 4 soos bepaal in Bylae A van die Munisipale Personeelregulasies Staatskennisgewing R890 soos afgekondig in Staatskoerant 45181 gedateer 20 September 2021 en bestaan uit die volgende bevoegdhede:

Kern Professionele Bevoegdhede	Funksionele Bevoegdhede	Bevoegdhede t.o.v Openbare Diensoriëntering	Persoonlike Bevoegdhede	Bestuur / Leierskap Bevoegdhede
<ul style="list-style-type: none"> Gemeenskaps en klantefokus Probleemoplossing Onderhandeling en beïnvloeding Volharding Kommunikasie Etiek en professionalisme 	<ul style="list-style-type: none"> Patroliering, toepassing en noodreaksie 	<ul style="list-style-type: none"> Interpersoonlike verhoudings Kommunikasie Dienstelwering-oriëntering Kliëntoriëntering en klantefokus 	<ul style="list-style-type: none"> Aksie-en uitkomste oriëntering Volharding Gereedheid vir verandering Kognitiewe vermoë Leer-oriëntering 	<ul style="list-style-type: none"> Spanoriëntering Rigtingbepaling Afrigting en mentorskap Impak en invloed

Salaris:	R 349 848.00 per jaar (T12 van 'n Kategorie 3 Plaaslike Owerheid)
Diensaanvaarding:	01 September 2023 of so spoedig as moontlik
Navrae:	Mnr C Cornelissen by 022 913 6000

ALGEMEEN:

1. 'n Diensbonus gelykstaande aan een maand se salaris is, waar van toepassing, betaalbaar en word aangevul deur die normale voordele van toepassing op die Munisipaliteit, insluitend 'n behuisingstoelae vir huiseienaars, onderhewig aan sekere voorwaardes.
2. Die Munisipaliteit is 'n gelyke geleentheid werkgewer en eerbiedig die bepalings van die Wet op Gelyke Indiensneming.
3. Die Munisipaliteit behou die reg voor om nie 'n aanstelling te maak nie.
4. Alle aanstellings is onderwerpe aan Polisie klaring wat noodwendig beteken dat applikante toestemming verleen dat dit verkry mag word.
5. Aansoeke wat na die sluitingsdatum ontvang word of nie van die dokumentasie hieronder vergesel word nie, sal nie oorweeg word nie.
6. Slegs aansoekers op die kortlys vir onderhoude sal gekontak word. Indien 'n aansoeker binne 6 weke na die sluitingsdatum nog geen terugvoering ontvang het nie, moet aanvaar word dat die aansoek onsuksesvol was.
7. Gunsverwing by enige raadslid en/of enige lid van die aanstellingskomitee en/of enige personeellid van die Munisipaliteit, is ontoelaatbaar en sal aansoekers onmiddellik diskwalifiseer.
8. Benewens die minimum posvereistes en standplaas hierin gestel, mag daar van posbektelers verwag word om oortyd- en bystanddiens te verrig, asook om van tyd tot tyd in ander dele van die munisipale gebied diens te lewer, soos vereis.
9. Aanstelling in sekere poste is onderhewig aan 'n sekerheidsklaring, en daar sal ook van aansoekers verwag word om 'n onderhoud- en evalueringproses te deurloop, en waar van toepassing, 'n vakttoets af te lê.
10. Die munisipaliteit eerbiedig die bepalings van die Wet op die Beskerming van Persoonlike Inligting. Met die inhandiging van u informasie en aansoek bevestig u dat die inligting wat u aan ons verskaf korrek is en 'n ware weergawe van u mees onlangse inligting.
11. Voorkeur sal verleen word aan plaaslike kandidate binne Bergrivier Munisipale area (WC013).
12. Daar sal van suksesvolle kandidate verwag word om 'n dienskontrak, openbaarmaking van voordele en belange en 'n prestasiekontrak (waar van toepassing) met die werkgewer te onderteken.

'n Dekbrief met vermelding van ten minste twee kontakbare verwysings (lynbestuurders, ondergeskiktes of eweknieë), vergesel van die voltooid voorgeskrewe aansoekvorm (op aanvraag verkrygbaar by Tel: 022 913 6000 of op die munisipaliteit se webwerf by www.bergmun.org.za), 'n Curriculum Vitae (maksimum 3 bladsye) en gesertifiseerde afskrifte van die nodige kwalifikasie sertifikate, identiteitsdokument en bestuurderslisensie (**slegs een pos per aansoekvorm**) moet by die **Munisipale Kantore, Piketberg ingedien word of kan gepos word na Posbus 60, Piketberg, 7320 vir die aandag van Mnr D Verhoog (Menslike Hulpbronbeampte: Voorsiening en Administrasie)**, om haar te bereik nie later nie as die sluitingsdatum.

GEEN FAKSE OF ELEKTRONIESE POS SAL AANVAAR WORD NIE.

SLUITINGSDATUM: DINSDAG, 04 JULIE 2023 OM 15:00

**ADV. H LINDE
MUNISIPALE BESTUURDER**

MK 112/2023

**KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320**