



NOTICE 278 OF 2023

The Oudtshoorn Local Municipality which includes the towns of Oudtshoorn, De Rust and Dysselsdorp is situated in the heart of the Little Karoo in the Western Cape. The Municipality strives to provide the best possible services and facilities to its residents, business community, industries, hospitality and tourism sectors.

Candidates with the minimum requirements, necessary integrity and excellent track record may apply for the following position(s) to enhance the town's vision of prosperity for all. **Applicants with a criminal record check report not older than (six) 6 months are requested to attach the outcome report to their application. Applicants with no criminal record check report are requested to attach proof of application for criminal record check to their application.**

1 X TRAFFIC OFFICER: GRADE 3/2/1 / GRADE A EXAMINERS FOR DRIVING LICENCES

DIVISION: TRAFFIC SERVICES

DEPARTMENT: COMMUNITY SERVICES

T10 (R270 897.01 – R351 623.13)

REQUIREMENTS

- Grade 12
- Basic Traffic Officers Diploma
- Grade A Examiner for Driving License Diploma
- 1-year experience as a Traffic Officer and Grade A Examiner for Driving Licenses
- Good Human Relations and Communication Skills
- Ability to manage conflict
- Trustworthy and high level of integrity
- Valid Codes A and EC driver's licence
- Good written and verbal communication, interpersonal and conflict skills
- Computer literacy (Excel, Word, PowerPoint, Outlook, SLIMS, etc.) essential

KEY PERFORMANCE AREAS

- Law Enforcement in terms of National, Provincial Laws and Municipal By-Laws
- Traffic Regulations and escorting
- Serving of summonses
- Executing of arrest warrants
- Administrative functions
- Court Duties



- To conduct eye tests of applicants for learner's-, driving licenses, conversion of foreign driving licenses, driving licence card renewals and professional driving permits. Operate on LEU apparatus and in accordance with the National Road Traffic Act and Regulations and as per procedures determined by the National and Provincial Departments of Transport
- Conduct practical tests on applicants for driving licenses in accordance with legislation, National and Provincial procedures, and policies.
- Conduct written and oral learner's licence tests in accordance with legislation and procedures determined by the National and Provincial Departments of Transport.
- Verify the completion of the prescribed application forms for correctness to ensure compliance with legislation in respect of renewal of driving licenses, conversion of driving licenses, application of learner's licenses and application for driving licenses.
- Verification of acceptable identification of all applicants
- Report matters of concern and other matters related to learners, - driving licenses, conversion of foreign driving licenses, renewal of driving licenses and professional driving permits to Management Representative.
- Ensure medical certificates and police clearance reports are in order.
- Capture of test result on NATIS
- Proper control over learner's licence testing material and that such material is in good order and free of marks
- Ensure safe storage and safeguarding of learner's licence testing material.
- Testing of applicants for Instructor certificates and issuing of instructor certificates.

CONDITIONS

- Registered as a Grade A Examiner
- No criminal record

COMPETENCIES

- **Core/Professional competencies:** community and customer focus, problem-solving, negotiation and influencing resilience, communication, ethics, and professionalism.
- **Functional competencies:** Patrol, Enforcement and Emergency Response, special operations (Hazmat, Urban search, and rescue), fire safety and prevention, Safety and Welfare, emergency medical care, call taking and dispatch.
- **Public service orientation competency:** interpersonal relationships, service delivery orientation.
- **Personal competencies:** action orientation, resilience, accountability, ethical conduct, learning orientation, impact and influence, and team orientation.



Candidates must be willing to be subjected to an interview, practical and/or written assessment. They must also be aware that previous employers and references may be contacted, and their qualifications, credit and criminal records be verified. **The appointment will be subjected to the signing of an employment contract and performance agreement.**

BENEFITS:

The Council offers competitive benefits such as a housing subsidy, a thirteenth cheque, a pension fund, a medical aid fund, a study assistance scheme, and the transport of furniture under certain conditions.

Application must be on the official application form of the Oudtshoorn Municipality and a covering letter accompanied by a comprehensive curriculum vitae and certified copies of qualifications and identity documents (not older than three (3) months) as well as particulars of at least three recent contactable references, must be submitted to **Chief HR Officer: Support Services, Department Corporate Services, P.O. Box 255, Oudtshoorn, 6620** (submit applications to **Recruitment & Selection section**), Oudtshoorn Municipality, Voortrekker Road, Oudtshoorn. Application forms can be downloaded from our website, www.oudtshoorn.gov.za.

CLOSING DATE: 08 December 2023 at 12:00

Please Note: Canvassing will result in automatic disqualification. If you have not been contacted within 30 working days after the closing date of this advertisement, you may assume that your application was unsuccessful. Curriculum vitae will not be returned. The council will make appointments in line with its employment equity plan and also reserves the right not to make an appointment. No applications sent via e-mail/late applications will not be considered.

**MR W HENDRICKS
MUNICIPAL MANAGER**

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