

VACANCY ADVERTISEMENT

The KwaDukuza Municipality seeks to fill the following positions and accordingly invites applications from persons **who meet the requirements** as indicated. **Please note that the post title and post identification number (KZ292.) MUST be indicated on your application which MUST be accompanied by certified copies of your qualifications, identity document and driver's license where applicable.** Applicants are also advised to ensure that their applications address the selection criteria in terms of qualifications, experience and any other requirements as set out in the relevant advertisement as shortlisting will be based on these selection criteria.

PLEASE NOTE THAT APPLICANTS FOR POSTS BELOW TASK GRADE 11 ARE REQUIRED TO ATTACH THE PREFERRED EMPLOYMENT OPPORTUNITY FORM OBTAINABLE FROM KDM HUMAN RESOURCES WHICH MUST BE SIGNED BY A WARD COUNCILLOR, AS PREFERENCE WILL BE GIVEN TO LOCAL RESIDENTS.

Post Title	SUPERINTENDENT: TRAFFIC & VISIBLE POLICING
Business Unit	COMMUNITY SAFETY
Reference Number	KZ292CCSTCP 002
Task Grade	T12
MN Number	MN : 200/2023
Remuneration	R358 217,64 – R464 991,24 per annum + Cell phone and Locomotion allowances in terms of Council's policy
Requirements	Gr. 12 at an NQF level 4, Traffic Office's Diploma accredited by institute of Traffic & Municipal officers of Southern Africa, Registered as such, Clearance for Peace Officer's Status (no criminal record), Valid code EB Driver's Licence, Computer Literate MS Word & Excel, 4-5 years relevant experience
Duties	Identifies with the Traffic Services strategy with respect to service delivery, defines, implements and monitors the short term plans or Objectives for Law Enforcement functionality by: Communicating with the Assistant Director Traffic on specific key performance areas (Public Safety, Traffic Services and or Disaster Management) with the view to aligning functions and service delivery objectives against the capacity and capabilities of the department. Defining or adjusting the role boundaries, workflow process and job design against laid down service delivery requirement. Inspecting work sites and or conducting observations of work sequences and determining the extent of awareness and or the need for corrective or remedial measures. Attending to the documentation and notification procedure, executing warrant of arrests.
Knowledge & Skills	Municipal By-laws, Road Traffic Act, Criminal Procedure Act & Administration
Post Title	ASSISTANT SUPERINTENDENT (TRAFFIC & TECHNICAL SERVICES)
Reference No.	KZ292CSSCPV 003
Task Grade	T11
Remuneration	R303 425,04 – R393 875,28 per annum + Cell-phone and Locomotion allowances in terms of Council's policy
Requirements	Grade 12 at an NQF level 4, Traffic Officer's Diploma, Registered as such, No criminal record, Valid Code B driver's licence, Computer literate (MS Word & Excel), 2 -3 years of experience as a Traffic Officer Successful candidate must be able to work night shifts
Duties	Co-ordinates and controls key deliverables and outcomes associated with Traffic Services functionality by: Communicating with the Superintendent on specific Key Performance Areas with a view to aligning functions and service delivery objectives against the capacity and capability of the Section. Adjusting the role boundaries, workflow processes and job design against laid down services delivery requirement. Participating and directing investigation/ inspection sequences encompassing visiting locations and communicating with offenders, executing arrests and/or removing evidence to support prosecution. Preparing investigational and productivity reports referring to statistical data and qualitative information related to the activities and operations of the specific units.
Knowledge & skills	Municipal By-laws, Road Traffic Act, Criminal Procedure Act & Administration

PLEASE NOTE:

- Applications are to be addressed to the **Municipal Manager, KwaDukuza Municipality, P.O. Box 72, KwaDukuza, 4450 for attention the Human Resources Department**, and may be posted or hand delivered. (Note that hand delivered applications must be handed to the HR Officer, 34 Chief Albert Luthuli Street **OK MALL BUILDING** KwaDukuza) For enquiries Please call **032 437 5142/ 5150**.
- The Closing date and time is **Tuesday, 30 May 2023 at 12H00**. No applications will be accepted after the closing date and time.
- Please **DO NOT** fax or e-mail applications. Please also **DO NOT** submit applications on **Z 83 forms**. Please **NOTE THAT APPLICATIONS MUST BE SUBMITTED ON KWADUKUZA MUNICIPALITY'S APPLICATION FORM WHICH IS OBTAINABLE ON THE MUNICIPALITY'S WEBSITE (www.kwadukuza.gov.za)**
- KwaDukuza Municipality adheres to the National Employment Equity Act and preference will be given to appointments that assist in achieving current targets of the municipality.
- Further communication will only be with shortlisted candidates; such shortlist being confined to the candidates that best meet the requirements according to the information supplied in their CV's. Candidates not contacted within 3 months of the closing date may consider their applications unsuccessful.
- Council reserves the right not to appoint any candidate to this post or to make required adjustments.
- for preference on appointment is prohibited and may lead to disqualification
Canvassing to Councillors/ Managers of applicants.