



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 licence 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.

Business Unit COMMUNITY SAFETY

Post MANAGER: TRAFFIC

Reference KZ292CSST 001

Task Grade T15 (R523 516,44 – R679 558,56)
Plus Locomotion and cell- phone allowance in terms of Council's policy.

Notice Number MN:202/2023

Minimum Competency Requirements: Applicants for posts affected by the National Treasury Minimum Competency Regulations, 2007 will be required to obtain those competencies within 18 months from the date of commencement

Requirements: A Gr.12, National Diploma in Public Administration/Management/ Traffic/ Municipal Policing at an NQF level 6, Traffic Officer's diploma & Registered as such, Clearance for Peace Officer status, Code EC driver's license, Computer literate (MS Word & Excel). 5 years relevant experience within a Traffic/Policing environment of which 3 years must be at a management level

Duties: Manages the implementation, monitoring, evaluation & reporting sequences of outcomes associated with plans and programmes designed to accomplish key service delivery objectives with respect to Traffic & Protection & Law Enforcement Services. Management through the co-ordination of operations associated with Municipal/Provincial/ National Law Enforcement laws & Statutory requirements & provision of an effective administration services on order to ensure a prompt and efficient execution of sequences and applications Knowledge & skills: Municipal By-laws, Road Traffic Act, Criminal Procedure Act & Administration, MFMA, Municipal Systems Act, Administration Adjudication of Roads Traffic Offences (AARTO).

Post MANAGER: MOTOR LICENSING & TESTING

Reference KZ292CSSTA0 001

Task Grade T15 (R523 516,44 – R679 558,56)
Plus Locomotion and cell- phone allowance in terms of Council's policy.

Requirements: Gr.12 at an NQF level 4, Traffic Officer's Diploma and Registered as such, Vehicle and Driver's

license Examiner Certificate, Peace Officer Certificate or must be able to obtain on appointment, A National Diploma / Degree qualification in Public Administration/ Public Management/ Management/Traffic/ Municipal Policing, Code EC driver's license, Computer literate (MS Word & Excel). Minimum of 5 years relevant experience within a Traffic Policing Environment of which 3 years must be at a Management level.

Duties: Communicating with Director: Traffic & Protection Services on specific key Performance areas finger printing, eye testing, learners, driver and vehicle testing and the registration and licensing of motor vehicles with a view to align functions and service delivery objectives against the capacity and capability of the division. Formulating operational plans and addressing the implementation of key administrative and technical deliverables with respect to vehicle and driver testing and licensing. Reporting internal/external (South African Bureau of Standards, Department of Transport, etc.) on implementation of the Quality Systems and Statutory requirements with regards to vehicle testing and licensing processes and interventions and providing reasons and recommendations to improve and or sustain the effectiveness of current applications.

PLEASE NOTE:

- Applications are to be addressed to the **Municipal Manager, KwaDukuza Municipality, P.O. Box 72, waDukuza, 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 Wednesday, **31 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.
- Canvassing to Councilors/ Managers for preference on appointment is prohibited and may lead to disqualification of applicants.