

MOSSEL BAY MUNICIPALITY
Mossel Bay Municipality, an employer committed to equal employment, invites persons to apply for the undermentioned vacancy

TRAFFIC OFFICER
(COMMUNITY SAFETY)

MOSSEL BAY
PERMANENT APPOINTMENT

(APPLICANTS RESIDING WITHIN THE BOUNDARIES OF THE WESTERN CAPE WILL RECEIVE PREFERENCE)

REQUIREMENTS

(Relevant proof / documentation must accompany application)

- Grade 12 (NQF Level 4)
- Traffic Officer's Diploma
- Registered as a Traffic Officer
- Valid code B driver's license (manual vehicle)
- Two (2) years' relevant experience including traffic training college experience
- Computer literate (MS Office applications)
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Physically fit and able-bodied
- Required to work in all weather conditions
- Required to work shifts, irregular hours and overtime
- Medical certificate as proof that applicant may do strenuous exercise must accompany application
- Proof of clean criminal record must accompany application

PREFERRED REQUIREMENTS

- ITO I/II/III

COMPETENCIES REQUIRED

Core Professional Competencies:

- Provides high-quality services tailored to meeting the differing needs of communities served
- Systematic approach to gathering information and identifying inconsistencies
- Assesses and takes account of risks when making decisions
- Ability to persuade and influence others using logic and reason
- Responds to challenges rationally, avoids inappropriate emotions and activates coping mechanisms
- Communicates ideas and information effectively verbally and in writing
- Able to identify and deal with ethical issues and conflicts of interest

Functional Competencies:

- Responds to calls promptly and effectively
- Recognizes unusual activity and intervenes appropriately
- Controls critical incidents using standard operating procedures
- Exercises judgement in stressful situations

Public Service Orientation:

- Shows confidence and professionalism in engagement with internal and external stakeholders
- Organises and presents own perspective in logical manner
- Takes responsibility for providing excellent service

Personal Competencies:

- Sets and achieves challenging goals, meets deadlines and keeps promises
- Stays calm and focused under pressure
- Demonstrates logical and consequential thinking
- Understands own strengths and weaknesses

KEY PERFORMANCE AREAS

- Patrolling streets using vehicles and by foot
- Investigating cases of non-adherence reported by the public or other officials
- Searching suspected dangerous goods and premises to identify non-adherence to traffic regulations and Municipal by-laws
- Enforcing Municipal by-laws and policies
- Investigating scenes and completing accident reports
- Impounding stray and unregistered dogs or animals
- Crime prevention and assisting SAPS as and when necessary
- Conducting Road Safety interventions at schools, events, etc
- Performing speed measurement and roadblocks
- Handling public queries and enquiries in person or by phone
- Administering the issuing of summons and notices
- Controlling traffic for funerals, school patrols, accidents or other purposes
- Performing driver activities using a vehicle in order to transport equipment and people
- Informal and formal reporting
- Educating, advising and conveying information to the community, community forums and other stakeholders

SALARY SCALE: All-inclusive total package of ± R373 289.07 – R474 621.45 per annum. Benefits eg medical aid scheme, pension fund, group life scheme, 13th cheque included.

BASIC SALARY: R263 189.04 – R341 620.32 per annum (T10)

CLOSING DATE: **05 AUGUST 2022**
(No applications received after 13h00 will be accepted)

GENERAL:

- Shortlisted candidates may be subjected and required to undergo a theoretical and/or practical test, including a driving skills test.
- ***Notwithstanding any representations to the contrary, no employment contract will come into effect until a written offer has been made by the municipality to, and accepted by, the applicant.***
- **Applications in writing on the official application form and accompanied by a comprehensive CV**, which will be regarded as confidential, must be directed to: The Senior Manager Human Resources, P O Box 25, Mossel Bay, 6500. Alternatively, **electronic applications accompanied by the official application form and a comprehensive CV may be e-mailed to admin@mosselbay.gov.za**. These conditions are compulsory and **failing to comply will automatically lead to disqualification of the applicant.**
- Application forms are available on the Municipal website (www.mosselbay.gov.za) or electronically available from the contact persons mentioned hereunder.
- Original certified copies of proof of qualifications and other required documentation must accompany the CV and application form.
- Shortlisted candidates who applied electronically must provide the **original** certified copies of qualifications and other required documentation on or before the date of the practical test.
- For equity purposes please indicate your race, gender and disability status on the application form.
- Further details are obtainable from Ms N De Wet or Ms J Ruiters at telephone number (044) - 6065000.
- If applicants are not contacted within 40 days of the closing date, it can be accepted that they were not successful.
- The Mossel Bay Municipality is committed to comply to the requirements of the Employment Equity Act, No. 55 of 1998, for the advancement of previously disadvantaged and disabled persons.

MR. C PUREN
MUNICIPAL MANAGER

MOSELBAAI MUNISIPALITEIT
Mosselbaai Munisipaliteit, 'n werkgewer verbind tot gelykheidsindiensneming nooi
persone om vir die ondergemelde vakature aansoek te doen

VERKEERSBEAMPTTE
(GEMEENSKAPSVEILIGHEID)

MOSELBAAI

PERMANENTE AANSTELLING

(AANSOEKERS WOONAGTIG BINNE DIE GRENSE VAN DIE WES-KAAP SAL VOORKEUR
GENIET)

VEREISTES

(Verwante bewys / dokumentasie moet aansoek vergesel)

- Graad 12 (NKR Vlak 4)
- Verkeersbeampte Diploma
- Geregistreer as 'n Verkeersbeampte
- Geldige Kode B Bestuurderslisensie (handrat voertuig)
- Twee (2) jaar verwante ondervinding insluitend verkeersopleidingskollege ondervinding
- Rekenaargeletterd (MS Office toepassings)
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Fisies fiks en liggaamlik geskik
- Vereiste om in alle weerstoestande te werk
- Vereiste om skofte, onreëlmatige ure en oortyd te werk
- Mediese sertifikaat as bewys dat aansoeker inspannende oefeninge mag doen moet aansoek vergesel
- Bewys van skoon kriminele rekord moet aansoek vergesel

VOORKEURVEREISTES

- ITO I/II/III

VEREISTE BEVOEGDHEDE

Kern Professionele Bevoegdheede:

- Voorsien hoë-kwaliteitsdiens om aan die verskillende behoeftes van die gemeenskappe te voldoen
- Sistematiese benadering om inligting in te vorder en identifiseer onreëlmatighede
- Assesseer en neem risiko's in ag met besluitneming
- Vermoë om ander te oorreed en te beïnvloed met gebruik van logika en rede
- Reageer rasioneel op uitdagings, vermy onvanpaste emosies en aktiveer beheer meganismes
- Kommunikeer verbaal en skriftelik idees en inligting effektiewelik
- In staat om etiese kwessies en konflikte van belang te identifiseer en te hanteer

Funksionele Bevoegdheede:

- Reageer onmiddellik en effektief op oproepe
- Herken ongewone aktiwiteite en tree gepas op
- Beheer kritieke insidente deur gebruik van standaard operasionele prosedures
- Oefen oordeel uit in stresvolle situasies

Publieke diens Oriëntasie:

- Toon selfvertroue en professionalisme in betrokkenheid by interne en eksterne belanghebbendes
- Organiseer en toon eie perspektief op logiese wyse
- Neem verantwoordelikheid om uitstekende diens te lewer

Persoonlike Bevoegdhe:

- Stel en bereik uitdagingsteikens, haal spertye en hou beloftes
- Bly kalm en gefokus onder druk
- Demonstreer logiese en gevolglike denke
- Verstaan eie sterk en swakpunte

SLEUTEL PRESTASIEAREAS

- Patrolleer strate met gebruik van voertuie en per voet
- Onderzoek sake van nie-nakoming gerapporteer deur die publiek of ander beamptes
- Onderzoek verdagte gevaarlike goedere en persele om nie-nakoming aan verkeersregulasies en Munisipale regulasies te identifiseer
- Afdwing van Munisipale Regulasies en Beleide
- Onderzoek tonele en voltooi ongeluksverslae
- Skut van rondloper en ongeregistreerde honde of diere
- Misdaadvoorkoming en bystand aan SAPD soos en wanneer nodig
- Voer Padveiligheidsintervensies uit by skole, gebeure, ens.
- Voer spoedmeting en padblokkades uit
- Hanteer publieke navrae in persoon of telefonies
- Administreer die uitreiking van dagvaardings en kennisgewings
- Kontroleer verkeer by begrafnisse, skoolpatrollies, ongelukke of ander doeleindes
- Voer bestuurdersaktiwiteite uit met gebruik van 'n voertuig om toerusting en mense te vervoer
- Formele en informele rapportering
- Opleiding, advisering en oordra van inligting aan die gemeenskap, gemeenskapsforums en ander belanghebbendes

SALARISSKAAL:

Alles-insluitende totale pakket van ± R373 289.07 – R474 621.45 per jaar. Voordele bv. mediesefondsskema, pensioenfonds, groeplewensskema, 13de tjek ingesluit.

BASIESE SALARIS:

R263 189.04 – R341 620.32 per jaar (T10)

SLUITINGSDATUM:

05 AUGUSTUS 2022

(Geen aansoeke ontvang na 13h00 sal aanvaar word nie)

ALGEMEEN:

- Kortlyskandidate mag onderwerp word en van vereis word om 'n teoretiese en/of praktiese toets, insluitend 'n bestuursvaardigheidstoets te ondergaan.
- **Nieteenstaande enige verteenwoordiging tot die teendeel, sal geen dienskontrak in werking tree totdat 'n skriftelike aanbod deur die Munisipaliteit gemaak word aan, en deur die aansoeker aanvaar is nie.**
- **Skriftelike aansoeke op die amptelike aansoekvorm tesame met 'n omvattende CV** wat as vertroulik beskou sal word, moet gerig word aan: Die Senior Bestuurder: Menslike Hulpbronne, Posbus 25, Mosselbaai 6500. **Alternatiewelik kan elektroniese aansoeke vergesel deur die amptelike aansoekvorm en 'n omvattende CV per e-pos gestuur word aan admin@mosselbay.gov.za.** Hierdie voorwaardes is verpligtend en **versuim om daaraan te voldoen sal outomaties tot diskwalifikasie van die aansoeker lei.**
- Aansoekvorms is beskikbaar op die Munisipale web-tuiste (www.mosselbay.gov.za) of elektronies van die kontakpersone hieronder genoem.
- Oorspronklike gesertifiseerde kopië van bewys van kwalifikasies moet die CV en aansoekvorm vergesel.
- Suksesvolle kortlyskandidate wie elektronies aansoek gedoen het moet die **oorspronklike** gesertifiseerde kopië van kwalifikasies en ander vereiste dokumentasie op of voor die datum van die praktiese toets voorsien.
- Vir gelykheidsdoeleindes, dui asseblief u ras, geslag en gestremdheidstatus aan.
- Verdere besonderhede is verkrygbaar by Me N de Wet of Me J Ruiters by telefoonnommer (044) - 6065000.
- Indien aansoekers nie binne 40 dae na die sluitingsdatum gekontak word nie, kan aanvaar word dat die aansoek onsuksesvol was.
- Die Mosselbaai Munisipaliteit is verbind tot die nakoming van die vereistes van die Wet op Diensbillikheid, Nr. 55 van 1998, vir die bevordering van voorheen benadeelde en gestremde persone.

UMASIPALA WASEMOSEL BHAYI

UMasipala waseMossel Bhayi, njengomqeshi ozibopheleleyo kwingqesho ngokulingana umema abantu ukuba benze izicelo zesi sithuba silandelayo

IGOSA LEZENDLELA **(UKHUSELEKO LOLUNTU)**

EMOSSEL BHAYI **INGQESHO ESISIGXINA**

(ABENZI-ZICELO ABAHLALA PHAKATHI KWEMIDA YASE NTSHONA-KAPA
BAYAKUQWALASELWA KUQALA)

IIMFUNO / OKULINDELEKILEYO

(Ubungqina obufanelekileyo / amaxwebhu afanelekileyo kufuneka ahambe nesicelo sakho)

- Ibanga le-12 (NQF iNqanaba 4)
- IDiploma yeGosa Lezendlela
- Ube ubhalisiwe njengeGosa Lezendlela
- Iimpepha-mvume zokuqhuba zeNqanaba B(kwisithuthi esitshintshwayo)
- Amava eminyaka emibini (2) angqamene nesi sithuba kubandakanya uqeqesho kwikholeji yokuqeqeshelwa ezendlela
- Ulwazi ngeNgqondo-mtshini i(Khompuyutha) linkqubo zika – MS Office}
- Ube ugqibelele kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Ube womelele ngokwasemzimbeni kwaye ungakhubazeki
- Kulindeleke ukuba usebenze phantsi kwazo zonke iimeko zezulu
- Kulindeleke ukuba usebenze iishifti, iiyure ezingaqhelekanga kwakunye nexesha elongezelelweyo
- **Isiqinisekiso sikaGqirha njengobungqina bokuba umenzi-sicelo angakwazi ukuyenza imithambo enzima, kufuneka buhambe nesicelo sakho**
- **Ubungqina bokuba awuzange wanerekhodi lolwaphulo-mthetho kufuneka buhambe nesicelo sakho.**

IIMFUNO EZIKHETHEKILEYO:

- ITO I/II/III

UKULINDELEKE UKUBA UKWAZI UKUKWENZA

Ugqibelelo olungangqa-phambili Lolwazi:

- Ukunikezela iinkonzo ezikumgangatho ophezulu ezilungelene neemfuno ezahlukeneyo kuluntu
- Ubuchule bokuqokelela ulwazi kwanokuchonga ukungalungelelani
- Ukwenza uvavanyo ze uthabathe uxanduva lomngcipheko xa usenza izigqibo
- Ubuchule bokukwazi ukwenza impembelelo kwabanye usebenzisa ubuchule nengqiqo
- Ukuqubisana nemingeni gabalala, ukuthintela umoya ongenguwo kwaye umisele iintshukumo zokufikelela
- Unxibelelwano ngamava kunye nolwazi ngendlela efezekileyo ngentetho nangokubhaliweyo.

Ugqibelelo ngokungqamene nomsebenzi:

- Ukunika ingqwalasela kubizo (xa kukho imibuzo/iminxeba engenayo) ngokukhawulezileyo nangokufezekileyo
- Ukukwazi ukuyiqonda intshukumo engafanelekanga ze ungenelele ngokufanelekileyo
- Ukulawula iziganeko ezinobuzaza usebenzisa iinkqubo ezisemgangathweni zokusebenza
- Ukwenza nokuthabatha izigqibo kwiimeko ezinoxinezelelo.

Uqhelwaniso neNkonzo kaRhulumente:

- Ukubonakalisa ukuzithemba kunye noggibelelo ekuqubisaneni nabo babandakanyekayo ngaphakathi nangaphandle
- Ukwenza uququzelelo kwanokunikezela eyakho imbono kwimibandela esemgaqweni.
- Ukuthabatha uxanduva lokunikezela inkonzo egqibeleleyo.

Ubuchule obulindlekileyo emntwini-buqu:

- Ukumisela kwanokufikelela kwizigqaliselo ezimiseliweyo, ukufikelela kumaxesha amiselweyo kwanokugcina izithembiso
- Ukuhlala usemoyeni ophantsi kwaye uqwalasele ngokunzulu xa uphantsi kweemeko ezinoxinezelelo
- Ukubonakalisa ingcinga eqiqileyo kwanenokumelana neziphumo
- Ukuziqonda apho uqine kwaye womelele khona kwakunye nalapho ubuthathaka khona.

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukujikeleza izitalato ngesithuthi nangenyawo
- Ukuphanda amatyala okungathobeli athe axelwa luluntu okanye ngamanye amagosa
- Ukukhangela nokuphanda izinto ezikrokrekelayo ezinobungozi kunye neendawo ekuhlaleni ngenjongo yokufumanisa ukungathotyelwa kwemigaqo yezendlela kunye nemithetho kaMasipala
- Ukunyanzelisa imithetho kamasipala kunye nemigaqo-nkqubo
- Ukuphanda iindawo zeziganeko kwanokwenza iingxelo zeengozi
- Ukuthimba izinja kunye nezilwanyana eziyabulayo nezingabhaliswanga
- Ukuthintela ulwaphulo-mthetho kwanokuncedisa amaPolisa xa kuyimfuneko
- Ukwenza ungenelelo kuKhuseleko Ezindleleni ezikolweni, kwiindibano, njalo-njalo
- Ukwenza umsebenzi wolawulo lomlinganiselo wesantya kunye novalo-zindlela
- Ukuqwalasela izikhalazo zoluntu kunye nemibuzo-buqu okanye ngomnxeba
- Ukulawula ukukhutshwa kwemisila yengwe(iisamani) kunye nezaziso
- Ukulawula izithuthi emingcwabeni, kunqumlo-ndlela ezikolweni(ipatroli yezikolo), kwiingozi nakwezinye iziganeko
- Ukwenza imisebenzi yokuqhuba usebenzisa isithuthi ngenjongo yokuhambisa izixhobo kunye nabantu
- Ukwenza iingxelo esesikweni nengekho sesikweni
- Ukufundisa, ukucebisa kwanokuhambisa ulwazi kuluntu, kumaqonga oluntu kwakunye nakwabanye abachaphazelekayo.

UMLINGANISELO WOMVUZU:

Umgodlo uwonke omalunga ne R373 289.07 – R474 621.45 ngonyaka Iziponelelo ezinjengoNcedo Lonyango, ingxowa yomhlala-phantsi, i-inshorensi yomqeshi, intlawulo yeBhonasi zibandakanyiwe apha.

UMVUZU OSISISEKO:

R263 189.04 – R341 620.32 ngonyaka (T10)

UMHLA WOKUVALA:

05 AGASTI 2022

(Izicelo ezifunyenwe emva kwentsimbi ye 13h00 aziyi kwamkelwa)

GABALALA:

- Abagqatswa/abenzi-zicelo abathe bafakwa kuluhlu olufutshane baya kulindeleka ukuba benze uvavanyo lomsebenzi ngezandla nangomlomo kubandakanya ukuvavanyelwa izakhono zokuqhuba
- ***.Nangona kungakho nalo naluphina ummelo, akukho sivumelwano sengqesho siyakusebenza phambi kokuba isinikezelo esibhaliweyo nesivela kumasipala, sibe samkelwe, ngumenzi-sicelo.***
- **Izicelo ezibhaliweyo kwifomu esesikweni nezikhatshwayi-CV egqibeleleyo, neyakuthatyathwa njengeyimfihlo, kufuneka zingeniswe ku: The Senior Manager (Human Resources), P.O. Box 25, Mossel Bay, 6500.**

Kungenjalo, **izicelo ezenziwe ngobuchwepheshe nezikhatshwa yifomu yesicelo esesikweni kunye ne CV egqibeleleyo zingathunyelwa nge-imeyile ku admin@mosselbay.gov.za** Le miqathango isisinyanzelo kwaye **ukusilela ukuyithobela kuyakukhokelela ekukhatyweni kwesicelo sakho.**

- Ifomu zezicelo ziyafumaneka kwikhasi lothungelwano likaMasipala (www.mosselbay.gov.za) **okanye** ungazithunyelwa nge-imeyile xa uthethe waqhagamshelana nabantu abachazwe apha ngezantsi apha ngezantsi.
- Iikopi zeziqinisekiso zeziqo zemfundo neziqinisekisiweyo njengeziyinyaniso kufuneka zihambe neCV yakho kunye nefomu yesicelo
- Abagqatswa abafakwe kuluhlu olufutshane nabazenze ngobuchwepheshe izicelo zabo kufuneka baveze iikopi **zoqobo** eziqinisekisiweyo zeziqo zemfundo kwakunye namanye amaxwebhu ayimfuneko ngomhla okanye phambi komhla wokuvavanyelwa umsebebzi.
- Ngesizathu sengqesho ngokulingana nceda uphawule uhlanga, ubuni kunye nokhubazeko kwifomu yesicelo somsebenzi.
- Iingombolo ezithe vetshe ungazifumana kuNkszn N De Wet okanye uNkszn J Ruiters kule nombolo yomnxeba (044) - 606 5000.
- Ukuba umenzi-sicelo akufumenanga mpendulo kwisicelo sakhe kwisithuba seentsuku ezingama-40, angathabatha ukuba isicelo sakhe asamkelekanga.
- uMasipala waseMossel Bhayi uzibophele ekuthobeleni iimfuno zoMthetho weNgqesho ngokulingana, Nombolo 55 ka 1998, ngenjongo yokuxhamlisa abo bebekade behlelekile ngaphambili kunye nabakhubazekileyo.

**MNU C PUREN
UMPHATHI KAMASIPALA**