

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: COMMUNITY SERVICES
POST DESIGNATION: TRAFFIC OFFICER X2 - GEORGE
(PERMANENT)
WC0441143, WC0441137
REFERENCE: 3018197

Salary: R284 064 - R368 700 per annum T10
Additional Service Benefits: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

MINIMUM REQUIREMENTS:

Grade 12
Basic training qualification attained
Code EB Driver's license
No criminal record
Firearm proficiency
2 – 5 years' relevant experience

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.
Public Service Orientation Competencies: Interpersonal Relationships, Communication, Service Delivery Orientation, Client Orientation and Customer Focus.
Personal Competencies: Action and Outcome Orientation, Resilience, Change Readiness, Cognitive Ability, Learning Orientation.
Management / Leadership Competencies: Team orientation, Direction Setting, Coaching and Mentoring, Impact and Influence.

KEY PERFORMANCE AREAS:

Ensure operations are coordinated and conducting in order to support the planning process of the department.
Present and mark learner licences classes.
Conduct roadworthiness test of vehicles as per the K53 and SABS manuals.
Comply with the Traffic Act and laid down instructions with regards to the issue of licenses.
Issue driver's licenses through practical evaluation.
Ensure that service delivery and provision of the correct information takes place.
Draft reports and keep logs of vehicles.

SPECIAL CONDITIONS ATTACHED TO THE POST:

Required to work shifts, weekends, public holidays, standby and overtime.
Good interpersonal skills.
Conflict resolution skills.
Decision making skills.
Ability to communicate in at least two official languages of the Western Cape

PROBATION PERIOD: 6 months

ENQUIRIES: L BOESAK (044 878 2400)

INSTRUCTIONS TO APPLICANTS

Applications must be submitted **electronically** on the E-recruitment site, which can be found on the George Municipality website, www.george.gov.za, under **Job Portal**. Applicants must register and apply on or before **[2024-03-20]** at 16:30pm.

Please Note the following when applying on the Portal:

- Applicants must please ensure to follow the Assisting Guidelines that can be accessed on the website under Job Portal, before completing their online application.
- Applicants should check and verify their current status or the progression of their application, by referring to their "Inbox" tab on the Portal.
- Please ensure that all the information on your profile is correct and all the necessary documents are attached, prior to submitting your job application.

Applicants must complete all the mandatory profile fields honestly and thoroughly. Please ensure the following documents are submitted under the correct field titles:

- A comprehensive CV (Stipulating full employment history-title of position held, time periods and duties).
- All applications must be accompanied by certified copies (not older than 6 months), by a Commissioner of Oath.
- All relevant Qualifications and Identity document must accompany your application. Driver's license and registration with a professional body must accompany your application only if applicable.
Only online applications will be accepted.

The turnaround time for assistance with any portal related challenges is two (2) working days. Applicants are urged to register and apply well in advance.

Disqualification:

Please note that the following will lead to disqualification:

Non-submission of required documents or submission of fraudulent documents.

Canvassing of Councillors and/or officials.

Non-adherence to the instructions on the advertisement.

NB: Please note, where necessary, shortlisted candidates will be subjected to a screening and vetting process. By applying for this position, candidates agree to background checks being performed which will include reference and other relevant checks.

The Municipality reserves the right not to make an appointment.

Should you not hear from us within 3 months of the closing date, kindly regard your application as being unsuccessful.

George Municipality is an equal opportunity employer which subscribes to the principle of affirmative action and Employment Equity. Preference will be given to applicants from the designated/under-represented groups.

The appointment will be subject to the need for signing of an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest.

CLOSING DATE: [2024-03-20] AT 16:30PM