



BERGRIVIER MUNICIPALITY

Bergrivier Municipality ensures the wellbeing of all communities within the Bergrivier region through economic growth, social wellbeing, community involvement and effective management within a safe and healthy environment.

Bergrivier Municipality with its head office in Piketberg and approximately an hour's drive from Cape Town currently has the following vacancy and awaits applications from competent persons who comply with the minimum job requirement. (Women and persons with disabilities are encouraged to also apply.)

**VACANCY**  
**INTERNAL & EXTERNAL APPLICATIONS WILL BE CONSIDERED**

**TRAFFIC OFFICER (PIKETBERG)**  
**DIRECTORATE: COMMUNITY SERVICES**  
**REF: GD30/371/PB**

**Qualifications:** Grade 12;  
Traffic Officer Diploma; Examiner of Driving Licenses Diploma (K53) Grade A;  
Examiner of Vehicle Diploma Grade A

**Experience:** Two (2) – Five (5) years' relevant experience

**Requirements:** Valid Code A & EC driver's license · Basic First Aid Certificate · Proficiency in at least two (2) of the official languages of the Western Cape (Afrikaans/English/Xhosa – Read, Write and Speak) · No criminal record · Good human relations, communication and interpersonal skills · Conflict handling skills · Ability to give attention to detail · Firearm proficiency · Must work overtime/ shifts when required and perform standby duties when required · Must perform duties in other areas of the Municipality when required.

**Job Purpose:** Performs activities/tasks associated with the examination, testing and issuing of learner and driving licenses and road worthiness certification through the application of laid down assessment and inspection procedures, the provision of a traffic and community policing service by monitoring and attending to situations associated with minimizing traffic congestion or offences committed causing inconvenience and risk to public safety, enforcing compliance and supporting emergency and rescue personnel during major disasters in order to ensure that any risk to public safety or contravention to traffic regulations and laws are identified and corrective/compliance measures enforced on offenders.

**Key Performance Areas:** Responsible for the rendering of a traffic law enforcement service in accordance with the Road Traffic Act 93 of 1993, to ensure the upholding of law and order by performing operational tasks · Municipal by-law enforcement · Enforcement of land and transport act · Educate scholars · Conduct roadblocks with SAPS and other stakeholders · Co-ordinates and controls the application of procedures associated with the vehicle testing, registration and licensing · Performs prescribed activities and duties related to the testing of drivers for learning licenses and driver licenses · Performs prescribed activities and duties related to the examining of vehicles for roadworthiness · Undertakes specific activities during disasters/emergency/firefighting and/or communicates potential risk and hazard situations · Completes specific reports, statutory documentation and registers and performs special tasks · Attends to the application of specific maintenance sequences with respect to equipment and vehicle · Assist with driving activities to enhance service delivery in general · Responsible for the execution of traffic and community policing procedures in accordance with departmental procedures and authorized to arrest or serve fines on individuals for any contravention of road safety laws and regulations · Any other related duty requested by the supervisor.

The competency level for this position is a level 2 as stipulated in Annexure A of the Municipal Staff Regulations, Government Notice R890, as promulgated in Government Gazette 45181, dated 20 September 2021 and comprises of the following competencies.

| Core Professional Competencies                                                                                                                                                                                              | Functional Competencies                                                                      | Public Service Orientation Competencies                                                                                                                                                   | Personal Competencies                                                                                                                                                                   | Management / Leadership Competencies                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Community and customer focus</li> <li>Problem solving</li> <li>Negotiation and influencing</li> <li>Resilience</li> <li>Communication</li> <li>Ethics and professionalism</li> </ul> | <ul style="list-style-type: none"> <li>Patrol, enforcement and emergency response</li> </ul> | <ul style="list-style-type: none"> <li>Interpersonal Relationships</li> <li>Communication</li> <li>Service delivery orientation</li> <li>Client orientation and customer focus</li> </ul> | <ul style="list-style-type: none"> <li>Action and outcome orientation</li> <li>Resilience</li> <li>Change readiness</li> <li>Cognitive ability</li> <li>Learning orientation</li> </ul> | <ul style="list-style-type: none"> <li>Team orientation</li> <li>Direction setting</li> <li>Coaching and mentoring</li> <li>Impact and influence</li> </ul> |

|                            |                                                              |
|----------------------------|--------------------------------------------------------------|
| <b>Salary:</b>             | R 264 600.00 per annum (T10 of a Category 3 Local Authority) |
| <b>Date of acceptance:</b> | 01 December 2023 or as soon as possible                      |
| <b>Enquiries:</b>          | Mr CA Cornelissen at 022 913 6000                            |

**GENERAL:**

1. A service bonus equivalent to one month's salary, where applicable, will be payable and be supplemented by the normal benefits applicable to the Municipality including a housing allowance for home owners subject to certain conditions.
2. The Municipality is an equal opportunity employer and respects the conditions of the Employment Equity Act, preference will be given to candidates who comply with the Employment Equity Targets.
3. The Municipality is not bound to make any appointment.
4. All appointments are subject to Police clearance; which means that by applying for a position at the Municipality, you give us permission to obtain a Police clearance.
5. Applications received after the closing date or which have been received without the documentation mentioned below, will not be considered.
6. Only short-listed applicants will be contacted for interviews. Applicants can regard their applications as being unsuccessful if no feedback has been received within six weeks from the closing date.
7. Canvassing of any councillor and/or member of the Appointment Committee and/or any personnel member of the Municipality will not be allowed and will immediately disqualify applicants.
8. In addition to the minimum job requirements and station mentioned herein, applicants may be expected to work overtime or be on standby, as well as render services in other parts within the municipal area, as required.
9. Appointment in certain posts is subject to a security clearance and applicants will also undergo an interview and evaluation process and where necessary, write a trade test.
10. The municipality respects the conditions of the Protection of Personal Information Act. By submitting your information and application you confirm that the information you have provide to us is true, up to date and correct.
11. Preference will be given to local candidates within the Bergrivier municipal area (WC013).
12. Successful candidates will be expected to sign a contract of employment, disclosure of benefits and interests and a performance contract (where applicable) with the employer.

A covering letter with at least two (2) contactable references (managers, subordinates or peers), must accompany the completed prescribed application form (available on request at Tel. 022 9136000 or on the municipality's website [www.bergmun.org.za](http://www.bergmun.org.za)) with certified copies of the necessary qualification certificates, ID document, Drivers Licence and a Curriculum Vitae (Maximum of 3 pages), (only one post per application form) to reach the **Municipal Offices, Piketberg or mailed to PO Box 60, Piketberg 7320 for the attention of Mr. DF Verhoog (Human Resources Officer: Provisioning and Administration)** by no later than the closing date.

**NO FAXES OR ELECTRONIC APPLICATIONS WILL BE ACCEPTED.**

**CLOSING DATE: FRIDAY, 13 OCTOBER 2023 AT 15:00**

**ADV H LINDE  
MUNICIPAL MANAGER**

**MN 189/2023**

**13 CHURCH STREET  
P O BOX 60  
PIKETBERG  
7320**



## BERGRIVIER MUNISIPALITEIT

Bergrivier Munisipaliteit verseker die welstand van alle gemeenskappe in sy gebied deur ekonomiese groei, sosiale welstand, gemeenskapsbetrokkenheid en effektiewe bestuur binne 'n veilige en gesonde omgewing.

Bergrivier Munisipaliteit, met sy hoofkantoor te Piketberg en ongeveer 1 uur vanaf Kaapstad, beskik tans oor die volgende vakature en aansoeke word ingewag van bevoegde persone wat aan die gestelde minimum posvereistes voldoen. (Vroue en persone met gestremdhede word aangemoedig om ook aansoek te doen.)

### VAKATURE INTERNE & EKSTERNE AANSOEKE SAL OORWEEG WORD

**VERKEERSBEAMPTTE (PIKETBERG)**  
**DIREKTORAAT: GEMEENSKAPSDIENSTE**  
**VERW: GD30/371/PB**

**Kwalifikasie:** Graad 12;  
Verkeersbeampte Diploma; Toetsbeampte van Bestuurslisensies Diploma (K53) Graad A; Ondersoeker van Voertuigdiploma Graad A

**Ondervinding:** Twee (2) – Vyf (5) jaar relevante ondervinding

**Posvereistes:** Geldige Kode A & EC-bestuurslisensie · Basiese Noodhulpsertifikaat · Vaardigheid in ten minste twee (2) van die amptelike tale van die Wes-Kaap (Afrikaans/Engels/Xhosa – Lees, Skryf en Praat) · Geen kriminele rekord · Goeie menseverhoudinge, kommunikasie en interpersoonlike vaardighede · Konflikhanteringsvaardighede · Vermoë om aandag aan detail te gee · Vuurwapenvaardigheid · Moet oortyd/skofte werk wanneer vereis en bystandspilte verrig wanneer vereis · Moet pilte in ander areas van die Munisipaliteit verrig wanneer vereis.

**Posdoel:** Voer aktiwiteite/take uit wat verband hou met die eksamen, toetsing en uitreiking van leerling- en bestuurslisensies en padwaardigheidsertifisering deur die toepassing van vasgestelde assesserings- en inspeksieprosedures, die verskaffing van 'n verkeers- en gemeenskapspolisieringsdiens deur situasies wat verband hou met minimalisering van verkeersopeenhopings. Verkeersopeenhopings of oortredings wat gepleeg is wat ongerief en risiko vir openbare veiligheid veroorsaak, nakoming afdwing en nood- en reddingspersoneel tydens groot rampe ondersteun ten einde te verseker dat enige risiko vir openbare veiligheid of oortreding van verkeersregulasies en -wette geïdentifiseer word en regstellende/nakomingsmaatreëls afgedwing word op oortreders.

**Sleutel prestasie areas:** Verantwoordelik vir die lewering van 'n verkeerswetstoepassingsdiens ooreenkomstig die Padverkeerswet 93 van 1993, om die handhawing van wet en orde te verseker deur operasionele take te verrig · Munisipale verordeningstoepassing · Wet op die toepassing van grond en vervoer · Voed skoliere op · Voer padblokkades met SAPD en ander belanghebbendes uit · Koördineer en beheer die toepassing van prosedures wat verband hou met die voertuigtoetsing, registrasie en lisensiering · Voer voorgeskrewe aktiwiteite en pilte uit wat verband hou met die toets van bestuurders vir leerlisensies en bestuurslisensies voer · Voorgeskrewe aktiwiteite en pilte uit wat verband hou met die ondersoek van voertuie vir padwaardigheid · Onderneem spesifieke aktiwiteite tydens rampe/nood/brandbestryding en/of kommunikeer potensiële risiko- en gevaarsituasies · Voltooi spesifieke verslae, statutêre dokumentasie en registers en voer spesiale take uit · Gee aandag aan die toepassing van spesifieke instandhoudingsreekse met respek vir toerusting en voertuig · Help met vervoer bestuur aktiwiteite om dienslewering in die algemeen te verbeter · Verantwoordelik vir die uitvoering van verkeers- en gemeenskapspolisieringsprosedures in ooreenstemming met departementele prosedures en gemagtig om individue in hegtenis te neem of boetes uit te dien vir enige oortreding van padveiligheidswette en regulasies · Enige ander verwante pilg wat deur die toesighouer versoek word.

Die bevoegdheidsvlak vir hierdie pos is 'n vlak 2 soos bepaal in Bylae A van die Munisipale Personeelregulasies Staatskennisgewing R890 soos afgekondig in Staatskoerant 45181 gedateer 20 September 2021 en bestaan uit die volgende bevoegdhede:

| Kern Professionele Bevoegdhede                                                                                                                                                                                          | Funksionele Bevoegdhede                                                                | Bevoeghede t.o.v Openbare Diensoriëntering                                                                                                                                          | Persoonlike Bevoegdhede                                                                                                                                                                     | Bestuur / Leierskap Bevoeghede                                                                                                                              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Gemeenskap- en klantefokus</li> <li>Probleemoplossing</li> <li>Onderhandeling en Invloed</li> <li>Volharding</li> <li>Kommunikasie</li> <li>Etiek en professionalisme</li> </ul> | <ul style="list-style-type: none"> <li>Patrollie, handhawing en noodreaksie</li> </ul> | <ul style="list-style-type: none"> <li>Interpersoonlike Verhoudings</li> <li>Diensteleweringsoriëntering</li> <li>Kommunikasie</li> <li>Klienteoriëntasie en klantefokus</li> </ul> | <ul style="list-style-type: none"> <li>Aksie en uitkoms-oriëntering</li> <li>Volharding</li> <li>Gereedheid vir verandering</li> <li>Kognitiewe vermoë</li> <li>Leer-oriëntering</li> </ul> | <ul style="list-style-type: none"> <li>Spanoriëntering</li> <li>Rigtingbepaling</li> <li>Afrigting &amp; Mentorskap</li> <li>Impak &amp; Invloed</li> </ul> |

|                          |                                                                   |
|--------------------------|-------------------------------------------------------------------|
| <b>Salaris:</b>          | R 264 600.00 per jaar (T10 van 'n Kategorie 3 Plaaslike Owerheid) |
| <b>Diensaanvaarding:</b> | 01 Desember 2023 of so gou moontlik                               |
| <b>Navrae:</b>           | Mnr CA Cornelissen by 022 913 6000                                |

**ALGEMEEN:**

1. 'n Diensbonus gelykstaande aan een maand se salaris , waar van toepassing, betaalbaar en word aangevul deur die normale voordele van toepassing op die Munisipaliteit, insluitend 'n behuisingstoelae vir huiseienaars, onderhewig aan sekere voorwaardes.
2. Die Munisipaliteit is 'n gelyke geleentheid werkgewer en eerbiedig die bepalinge van die Wet op Gelyke Indiensneming.
3. Die Munisipaliteit behou die reg voor om nie 'n aanstelling te maak nie.
4. Alle aanstellings is onderworpe aan 'n polisieverklaring wat noodwendig beteken dat applikante toestemming verleen dat dit verkry mag word.
5. Aansoeke wat na die sluitingsdatum ontvang word of nie vergesel van die dokumentasie hieronder genoem nie, sal nie oorweeg word nie.
6. Slegs aansoekers op die kortlys vir onderhoude sal gekontak word. Indien 'n aansoeker binne 6 weke na die sluitingsdatum nog geen terugvoering ontvang het nie, moet aanvaar word dat hul aansoek onsuksesvol was.
7. Gunsverwing by enige raadslid en/of enige lid van die aanstellingskomitee en/of enige personeellid van die Munisipaliteit, is ontoelaatbaar en sal aansoekers onmiddellik diskwalifiseer.
8. Benewens die minimum posvereistes en standplaas hierin gestel, mag daar van posbektelers verwag word om oortyd- en bystanddiens te verrig, asook om van tyd tot tyd in ander dele van die munisipale gebied diens te lewer, soos vereis.
9. Aanstelling in sekere poste is onderhewig aan 'n sekerheidsverklaring en daar sal ook van aansoekers verwag word om 'n onderhoud- en evalueringsproses te deurloop en waar van toepassing, 'n vaktoets af te lê.
10. Die munisipaliteit eerbiedig die bepalinge van die Wet op die Beskerming van Persoonlike Inligting. Met die inhandiging van u informasie en aansoek bevestig u dat die inligting wat u aan ons verskaf korrek is en 'n ware weegawe van u mees onlangse inligting.
11. Voorkeur sal verleen word aan plaaslike kandidate binne Bergrivier munisipale area (WC013).
12. Daar sal van suksesvolle kandidate verwag word om 'n dienskontrak, openbaarmaking van voordele en belange en 'n prestasiekontrak (waar van toepassing) met die werkgewer te onderteken.

'n Dekbrief met vermelding van ten minste twee (2) kontakbare verwysings (lynbestuurders, ondergeskiktes of eweknieë), vergesel van die voltooië voorgeskrewe aansoekvorm (op aanvraag verkrygbaar by Tel: 022 913 6000 of op die munisipaliteit se webwerf by [www.bergmun.org.za](http://www.bergmun.org.za)), 'n Curriculum Vitae (maksimum 3 bladsye) en gesertifiseerde afskrifte van die nodige kwalifikasie sertifikate, identiteitsdokument en bestuurderslisensie (**slegs een pos per aansoekvorm**) moet by die **Munisipale Kantore, Piketberg ingedien word of kan gepos word na Posbus 60, Piketberg, 7320 vir die aandag van Mr. DF Verhoog**, om hom te bereik teen nie later nie as die sluitingsdatum.

**GEEN FAKSE OF ELEKTRONIESE POS SAL AANVAAR WORD NIE.**

**SLUITINGSDATUM: VRYDAG, 13 OKTOBER 2023 OM 15:00**

**ADV. H LINDE  
MUNISIPALE BESTUURDER**

**MK 189/2023**

**KERKSTRAAT 13  
POSBUS 60  
PIKETBERG  
7320**