

# SIYATHEMBA MUNISIPALITEIT



NOTICE: NR 18 /2019

## RE – EXTERNAL ADVERTISEMENT

Siyathemba Municipality, with its Headquarters in Prieska, invites suitably qualified candidates to apply for the following vacant positions. The Municipality is an equal opportunity, affirmative action employer and subscribed to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

DEPARTMENT OF CORPORATE SERVICE:
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• SUPERITENDENT: TRAFFIC SERVICES
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Please refer to our website: [www.siyathemba.gov.za](http://www.siyathemba.gov.za) for details of the post

CLOSNG DATE: 16 August 2019 @ 12h00  
ENQUIRIES: IWJ STADHOUER (053 353 5300)

All applications must be address to: Mr IWJ Stadhouer, Municipal Manager,  
Victoria Street, Prieska, 8940 / P.O Box 16, Prieska 8940. Tel: 053 353 5300  
/ 5317

All applications should be marked 'Vacancy'.

# SIYATHEMBA MUNICIPALITY



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### SUPERINTENDENT: TRAFFIC SERVICES

Salary: (T-Scale 11)

Abovementioned salary offers the following benefits:

- A 13th Cheques
- Pension fund benefits
- Medical-aids funds benefits
- Leave and Housing benefits

#### Requirements:

National Diploma in Traffic Management  
Traffic Officers Diploma  
Examiner for motor vehicles  
Examiner for Driver's licenses  
NQF Level 7

#### Skills Required:

- The necessary capabilities to act independently and problem-solving skills
- Proven supervisory
- Sound human relations and communication, negotiation and presentation skills
- A driver licenses
- A well-developed verbal power of reasoning as well as language proficiency
- To be creative and analytical thinking
- Driver's license Code EC and A
- Good human relations
- Conflict handling
- Communication skills

## Experience

- 5 years as Snr Traffic Officer or equivalent

## Responsibilities:

- Communicating with the Director on specific Key Performance Areas (Vehicle testing; Licensing, Communication and Quality Assurance) with a view to aligning functions and service delivery objectives against the capacity and capability of the Division.
- Analysing service delivery trends and capacity against requirements and submits reports supporting specific provisions for consideration during the preparation of capital and operational expenditure estimates to support plans and objectives.
- Assessing the operations of the Vehicle Test Centre and Licensing Units and evaluating the quality of output through analysis and interpretation of audit reports.
- Defining/ adjusting the role boundaries, workflow processes and job design against laid down service delivery requirements.
- Determining staffing levels and preparing motivations for the filling of vacancies to complement functional objectives and requirements.
- Participating in the recruitment and selection process, approving minimum design and specifications for inclusion into job advertisements and evaluating applicant's suitability through analysis of selected short-listed curriculum vitas and interviews.
- Communicating to personnel through the verbal and written mediums statutory and procedural quality assurance requirements for adoption and compliance thereof and/ or reviewing and updating procedures to provide coverage of operational needs and circumstances.
- Checking and verifying through internal audit processes, inspection records and registers of testing equipment and instruments against standards stipulated by laws and regulations.
- Inspecting work sites and/ or conducting observations of work sequences and determining extent of awareness quality assurance applications and/ or the need for corrective/ remedial measures and amendment/ update of procedures.
- Controlling the receipting and recording of fees received from learner/ driving licence and vehicle testing applications, approving reconciliation of total receipts prior to forwarding for further processing.
- Oversee and/ or approve the outcomes of specific tests (oral/ written theoretical, practical, physical) and issuing licence endorsing requirements have been complied with.
- Oversee, and/ or approve the roadworthiness of vehicles through analysis and correlation of test results with national standards and norms and, issuing certificates endorsing compliance.
- Analysing and evaluating requirements associated with specific investigations arising out of complaints received from the Public with respect to criminal activities, nuisances, public disturbance, etc.
- Participating and directing investigation sequences encompassing visiting locations and communicating with offenders, executing arrests and/ or removing evidence to support prosecution.
- Attending to the documentation and notification procedures with regards to the issuing of summons and, executing warrants of arrests
- Preparing plans to address specific interventions (traffic control, road blocks, traffic speed timing, major events) with due consideration given to resources.

- Monitoring the execution of traffic speed timing operations and road blocks, visiting specific sites/ locations and checking on applications associated with identifying and communicating offences to motorists.
- Completing instructional/ operational documentation (specific forms and Annexure's) extracting information from field reports/ activity lists and forwarding for approval and processing.
- Preparing investigational and productivity reports referring to statistical data and qualitative information related to service delivery initiatives of the division for the attention of the Director for consideration and inclusion into Council and Sub Committee reports and, submission to the Department of Transport and South African Bureau of Standards.
- With Mechanics, Electricians and other technical staff to advise and assistance. By means of telephonically and verbally
- With members of public, taxi associations, driving schools, South African Police services, Department of Education, other Municipalities to train, educate and strategic planning. By means of formal meetings, written letters and telephonically. Use diplomacy and agreement on alternative mechanisms, working processes

**Interested persons are requested to forward a letter of application together with certified copies of qualifications to the Acting Municipal Manager.**

Interested persons are requested to forward a comprehensive CV together with certified copies of qualifications to the Municipal Manager. Enquiries can be directed to the Municipal Manager: Mr. I.W.J Stadhauer on 053 353 5300 / 5317.

**Closing date: 16 August 2019 at 12:00**

**No faxes or e-mail will be considered**

**NB:**

- Fraudulent qualifications or documentations, including driver's licenses, will immediately disqualify any applicant.
- Siyathemba Municipality has firm commitment to the advancement of the previously disadvantaged, including women and the disabled.
- Canvassing will immediately disqualify candidates from appointment.
- If no notifications regarding this advertisement has been received within three months of the closing date, please assume that the applications was unsuccessful.
- Correspondence will be limited to short listed candidates.
- The Municipality reserves the right not make any appointment.

**I.W.J STADHOUER  
Municipal Manager  
Siyathemba Municipality  
PO Box 16  
PRIESKA  
8940  
Tel: 053 353 5300 / 5317**

**Notice No.:18/2019  
Date: 19 July 2019**