




Moretele Local Municipality is an employer, and hereby invites suitably qualified and experienced persons for appointment for the under mentioned position.  equal opportunity affirmative action

**ADVERTISEMENT  
COMMUNITY DEVELOPMENT SERVICES  
TRANSPORT & PUBLIC SAFETY UNIT**

<b>Post</b>	<b>: Management Representative; Driving License Testing Centre X1</b>
<b>Post Level</b>	<b>: 01</b>
<b>Salary</b>	<b>: R449 453.66 – R473 115.07 Per annum exclusive of all benefits</b>
<b>Conditions of Employment</b>	<b>: Permanent</b>

**Minimum Requirements:**

- Grade 12.
- Traffic Officers Diploma.
- Examiner for Driving License Diploma Grade A.
- Driving License Code A & EC.
- Must be registered as an examiner for driving licenses or examiner of motor vehicles.
- Management Representative experience will be advantageous.
- Five (5) years' practical experience as an examiner for driving license and NaTIS knowledge.
- Must have sound knowledge of the National Road Traffic Act.
- Must be trained and fully conversant with the procedures as contained in the latest procedure manual for NaTIS operators.

**The successful candidate must have the following attributes and competencies:**

- Accountability and ethical conduct.
- Quality oriented.
- Judgment.
- Systems thinking.
- Deadline Oriented.

- Analytical ability.
- Task oriented.
- Prioritizing.
- Professionalism.
- Positive attitude.
- Flexibility.
- Adaptability.
- Initiative.
- Live by RTMC values.

**Duties:**

- To supervise Licensing Officers and administrative staff to ensure that all tasks are performed according to the National Road Traffic Act.
- Management and supervision of staff in the licensing section.
- Ensure that all driving licensing personnel understands and know the requirements of the applicable Act, regulations, and procedure manual.
- Adhere to specified standards, policies to prevent and reduce wastage on resources and escalate associated risk.
- Perform administrative tasks in provision of administrative support in respect of all testing functions.
- Manage the Unit through the development and implementation of operational plan.
- To build value adding relationships with various stakeholders.

<b>Post</b>	<b>: Traffic Officers X6</b>
<b>Post Level</b>	<b>: 04</b>
<b>Salary</b>	<b>: R355 646.25 – R379 308.04 Per annum exclusive of all benefits</b>
<b>Conditions of Employment</b>	<b>: Permanent</b>

**Minimum Requirements:**

- South African Citizenship.
- Grade 12 or equivalent.
- No criminal record.

- Code B driving Licence (manual transmission).
- Medical Certificate –that a person may do strenuous exercises.
- Certificate in Road Traffic Law Enforcement or Traffic Diploma NQF level 4.
- knowledge of road traffic legislation pertaining to traffic officers, road users and vehicles.
- Knowledge of the Moretele Local Municipality Routes will be an added advantage.
- Demonstrate an understanding of the legislative framework for road traffic law enforcement.
- Five years practical experience as a traffic officer will also be an advantage.
- Demonstrate an understanding of the legislative framework for road traffic law enforcement.
- Knowledge in enforcement of municipal by laws.
- Be prepared to work under pressure.
- No criminal records.

**Duties:**

- Conduct effective law enforcement to ensure safety on the roads.
- Stop vehicles for inspections.
- Issue traffic fines / citations and warnings.
- Impound cars that are not road worthy, illegally parked or abandoned.
- Conduct point duty (traffic control).
- Conduct pedestrian violation enforcement.
- Conduct speed measuring.
- Conduct overload control.
- Attend to moving violations.
- Attend to drunken driving.
- Public transport law enforcement.
- Attend to road accidents, record accidents and secure accident scenes.
- Liaise with SAPS and gather information regarding road accidents scenes.
- Conduct physical escorts for VIPs, abnormal loads, and events.
- Conduct crowd control.

- Ensure compliance with all policies and Standard Operating Procedures in the execution of duties.
- Use equipment and vehicles effectively.
- Maintain records and register in the work area.
- Give evidence in court for any transgression.
- Keep records of activities and compile reports concerning infringements, transgressors, accidents.
- Share information and work with other law enforcement agencies as directed and appropriate.
- Collaborate with contribute to the team.
- Value adding relationships built with stakeholders.
- Conduct effective law enforcement to ensure safety on the roads.
- Continuously develop own personal expertise and drive personal growth.

<b>Post</b>	<b>: Examiner of Drivers License (EDL) X1</b>
<b>Post Level</b>	<b>: 06</b>
<b>Salary</b>	<b>: R292 115.62 – R303 946.58 Per annum inclusive of all benefits</b>
<b>Conditions of Employment</b>	<b>: Permanent</b>

#### **Minimum Requirements:**

- Grade 12 or equivalent
- Code EB or C Driving License
- EDL Diploma Grade D
- No criminal record
- Must have sound knowledge of the National Road Traffic Act 93 of 1996
- Must have eNaTIS knowledge of computer systems in terms of transactions.
- Ability to work under pressure if needed or required.
- Be prepared to work under pressure.

**Duties:**

- Coordinates and controls the application of procedures associated with vehicle/ driver testing and registration or licensing.
- Checking details of application received for Drivers licenses, Professional driving Permits, Driving Instructors Permits, Disabled Drivers Permits, Foreign and International Driving Permits.
- Applying written/ oral examination/ testing sequence for Learner Driver applications, moderating results.
- Determining driving abilities of applicants, conducting visual/ oral tests and using K53 applications to establish conformance/ deviations.
- Evaluating and/ or conducting competency tests and associated requirements prior.
- Attends to specific administrative duties.
- Completing procedural information, forms, documents, and notifications.
- Recording and maintaining daily, monthly, and annual statistics.
- Performing NaTIS related functions.
- Performs tasks/activities associated with the testing of driver licenses through the application of laid down assessment and inspection procedures to ensure drivers conform with the requirements of the National Road Traffic Act and other relevant legislation.


Applications Forms clearly indicating the position that you are applying for, accompanied by a comprehensive CV, copies of qualifications, ID and must be hand delivered to:

**Municipal Offices ,4065B, Mathibestad Or sent by post to: The Human Resource Directorate, Private Bag X367 MAKAPANSTAD 0404. All Enquiries related to this position should be directed to the Human Resources Manager at (012) 716 1319/ 1317. Contact person: Mr. Jerry Mabasa.**

**Only Shortlisted candidates will be** required to submit certified copies. Fax and e-mailed applications will not be considered. If you do not hear any response from the Municipality within 30 days from the date of closing, please consider your application as unsuccessful. Communication will be limited to shortlisted candidates only.

**Closing date: 05 June 2023**

**Time: 13H00**



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**S Ngwenya**

**Municipal Manager**