



NOTICE 179 OF 2023

The Oudtshoorn Local Municipality which includes the towns of Oudtshoorn, De Rust and Dysseisdorp is situated in the heart of the Little Karoo in the Western Cape. The Municipality strives to provide the best possible services and facilities to its residents, business community, industries, hospitality and tourism sectors.

Candidates with the minimum requirements, necessary integrity and excellent track record may apply for the following position(s) to enhance the town's vision of prosperity for all. **Applicants with a criminal record check report not older than (six) 6 months are requested to attach the outcome report to their application. Applicants with no criminal record check report are requested to attach proof of application for criminal record check to their application.**

**1 X TRAFFIC OFFICER: GRADE 3/2/1 / GRADE A EXAMINERS FOR DRIVING LICENCES
DIVISION: TRAFFIC SERVICES
DEPARTMENT: COMMUNITY SERVICES
T10 (R270 897 - R351 624)**

REQUIREMENTS

- Grade 12
- Basic Traffic Officers Diploma
- Grade A Examiner for Driving License Diploma
- 1-year experience as Traffic Officer and Grade A Examiner for Driving Licences
- Good Human Relations and Communication Skills
- Ability to manage conflict
- Trustworthy and high level of integrity
- Valid Codes A and EC driver's licence
- Good written and verbal communication, interpersonal and conflict skills
- Computer literacy (Excel, Word, PowerPoint, Outlook, SLIMS, etc.) essential

KEY PERFORMANCE AREAS

- Law Enforcement in terms of National, Provincial Laws and Municipal By-Laws
- Traffic Regulations and escorting
- Serving of summonses
- Executing arrest warrants
- Administrative functions
- Court Duties
- To conduct eye tests of applicants for learner's-, driving licences, conversion of foreign driving licences, driving licence card renewals and professional driving permits on LEU apparatus and in accordance with the National Road Traffic Act and Regulations and as per procedures determined by the National and Provincial Departments of Transport
- Conduct practical tests on applicants for driving licences in accordance with legislation, National and Provincial



procedures, and policies

- Conduct written and oral learner's licence tests in accordance with legislation and procedures determined by the National and Provincial Departments of Transport
- Verify the completion of the prescribed application forms for correctness to ensure compliance with legislation in respect of renewal of driving licences, conversion of driving licences, application of learner's licences and application for driving licences
- Verification of acceptable identification of all applicants
- Report matters of concern and other matters related to learner's,- driving licences, conversion of foreign driving licences, renewal of driving licences and professional driving permits to Management Representatives
- Ensure medical certificates and police clearance reports are in order
- Capture of test result on NATIS
- Proper control over learner's licence testing material and that such material is in good order and free of marks
- Ensure safe storage and safeguarding of learner's licence testing material
- Testing of applicants for Instructor certificates

CONDITIONS

- Registered as a Grade A Examiner
- No criminal record

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, special operations (Hazmat, Urban search, and rescue), fire safety and prevention, Safety and Welfare, emergency medical care, call taking and dispatch
- **Public service orientation competency:** interpersonal relationships, service delivery orientation
- **Personal competencies:** action orientation, resilience, accountability, ethical conduct, learning orientation, impact and influence, and team orientation

Candidates must be willing to be subjected to an interview, practical and/or written assessment. They must also be aware that previous employers and references may be contacted, and their qualifications, credit and criminal records be verified.



Applications must be on the official application form of the Oudtshoorn Municipality and a covering letter accompanied by a comprehensive curriculum vitae and certified copies of qualifications and identity document (not older than three (3) months) as well as particulars of at least three contactable references, must be submitted to **Chief HR Officer: Support Services, P.O. Box 255, Oudtshoorn, 6620 (submit applications to Recruitment & Selection section), Oudtshoorn Municipality, Voortrekker Road, Oudtshoorn. Application forms can be downloaded from our website, www.oudtshoorn.gov.za.**

CLOSING DATE: 04 August 2023 at 12:00

Please Note: Canvassing will result in automatic disqualification. If you have not been contacted within 30 working days after the closing date of this advertisement, you may assume that your application was unsuccessful. Curriculum vitae will not be returned. Council will make appointments in line with its employment equity plan and also reserves the right not to make an appointment. No applications sent via e-mail or late applications be considered.

**MR. W HENDRICKS
MUNICIPAL MANAGER**

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