



SAKHISIZWE

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

P.O. BOX 26, CALA, 5455

ERF 5556, UMTATHA ROAD: TEL – 047-877 5200, FAX – 047 – 877 0000

P.O.BOX 21, ELLIOT, 5460

15 MACLEAR ROAD, ELLIOT: TEL – 045 – 9311011 / FAX – 045 – 9311 361

WWW.SAKHISIZWE.GOV.ZA

POSITION 1: SUPERINTENDENT: TRAFFIC OFFICER	
NATURE OF EMPLOYMENT	PERMANENT
REMUNERATION	<ul style="list-style-type: none"> • TASK GRADE: 12 • R 307 270. 57 – R 398 853. 57
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> • Grade 12 • Traffic Officer's Diploma • Grade A Examiner's Diploma for Driving Licences • Registration as a Traffic Officer and Registered Examiner for Driving Licences. • Diploma for Examiner of Vehicles Grade A • Registration as an Examiner of Vehicles • Valid A and EC Driver's Licence with PrDp. • A relevant minimum 3 year's working experience at similar environment. • Knowledge of National Road Traffic Act and other legislations. • No Criminal Record
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> • Enforce Road Traffic Legislation • Ensure the free flow of traffic through point duty and traffic control at congested areas • Coordinate activities and safeguard accident scenes, identify and advise management on hazardous locations. • Participate in traffic policing projects and speed testing operations. • Issue notices and execute arrests under relevant acts, directives and procedures and attend court proceedings and give evidence. • Examine driver's licences and Motor Vehicles. • Conduct learner and driving licence tests • Conduct vehicle roadworthy tests

	<ul style="list-style-type: none"> • Provide visible traffic control/policing and promote/ ensure crime prevention activities.
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POSITION 2: BUILDING CONTROL OFFICER	
NATURE OF EMPLOYMENT	PERMANENT
REMUNERATION	<ul style="list-style-type: none"> • TASK GRADE 11 • R260,287.31 – R337,867.00
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> • Grade 12 • Degree/ National Diploma in Building or Quantity Survey. • A relevant minimum 1 year working experience in building or quantity surveying. • Valid Driver's Licence
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> • Coordinate tasks/activities associated with the implementation procedures, and monitor compliance with standards and specifications with regard to new building, additions and renovations to existing structures by: • Visiting specific work sites and conducting inspections to establish materials, construction of the works and procedures are in accordance with approved designed drawings, specifications, statutory regulations (National Building Regulations) and Town Planning Scheme. • Check and verify that design details and construction specifications detailed on building plans conform with regulations prior to approval, by: • Giving written approval for the erection of any building in respect of which plans and specifications are to be drawn and submitted in terms of the Act. • Develop the technical know – how and understanding of emerging contractors on specific applications, procedures and sequences applicable to building contracting and maintenance work.

POSITION 3: COMMUNICATION OFFICER	
NATURE OF EMPLOYMENT	PERMANENT

REMUNERATION	<ul style="list-style-type: none"> • TASK GRADE 10 • R220,454.66 – R286,185.40
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> • Grade 12 • Degree/ National Diploma in Communication, Journalism and Public Relations. • A relevant minimum 1 year working experience in Communications preferable in Local Government is required • Ability to work with employees at all levels, and with the public, press and government institutions. • Must work overtime/attend meetings after normal office hours when required. • Valid Driver’s Licence
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> • Develop and provide an effective communication strategy for the municipality. • Develop, implement and monitor relevant systems, policies, procedures and processes. • Write media releases and briefing community/stakeholders/press. • Provide Internal and External Newsletters. • Liaise and co-ordinates Ward development activities. • Call Centre operation management. • Conduct Customer Surveys in order to obtain feedback on perceived level of service being provided by the municipality.

POSITION 4: EXAMINER OF DRIVING LICENCES GRADE A

NATURE OF EMPLOYMENT	<ul style="list-style-type: none"> • PERMANENT
REMUNERATION	<ul style="list-style-type: none"> • Task Grade 07 • R154,471.82-R200,515.42
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> • Grade 12 • Traffic Officer’s Diploma • Grade A Examiner’s Diploma for Driving Licences • Registration as a Traffic Officer and Registered Examiner for Driving Licences. • Valid A and EC Driver’s Licence with PrDp. • A relevant minimum 3 years’ experience as a Supervisor DLTC • Knowledge of National Road Traffic Act and other legislations.

KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> • Must be able to control the operations of the testing centre. • To supervise and control learners and driver's licence examiners. • To ensure and control issuing of relevant documents. • Must be able to prepare relevant reports within the section and give feedback to the Manager: Traffic Services. • Must be able to supervise staff by carrying out random quality audits. • Be able to investigate staff behaviour, complaints and grievances and take action when required to do so. • Be able to command emergency/ operational scenes.
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POSITION 5: EXAMINER OF VEHICLES GRADE A	
NATURE OF EMPLOYMENT	PERMANENT
REMUNERATION	<ul style="list-style-type: none"> • TASK GRADE 07 • R154 471.82- R200 515.42
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> • Grade 12 • Diploma for Examiner of Vehicles Grade A • Registration as an Examiner of Vehicles and must be in possession of Grade A • At least 3 years working experience in the similar field • Understanding of legislation, Acts and Regulations in the functionality • A Valid Code A & Code EC Driver's Licence • Computer Literate • No Criminal Record
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> • Co-ordinate and control the application of procedures associated with vehicle testing by ensuring road safety is maintained through accurate assessment and certification of vehicles satisfying the minimum prescribed requirements. • Attend to specific administrative recording and recordkeeping sequences by ensuring information, records and reports are organised, completed, submitted and

	<p>maintained in accordance with procedures and guidelines directing administrative outcomes.</p> <ul style="list-style-type: none"> • Conduct or check testing equipment functionality on completion of routine maintenance sequences by ensuring that vehicle equipment is checked for accuracy and planned maintenance requirements are implemented and adhered to, enabling optimal functionality.
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POSITION 6: SUPERVISOR: ENATIS CLERK	
NATURE OF EMPLOYMENT	PERMANENT
REMUNERATION	<ul style="list-style-type: none"> • TASK GRADE 06 • R130,842.67 – R165,862.40
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> • Grade 12 • Must be in possession of E-Natis Certificate. • Computer literacy • Minimum 2 year’s working experience in a similar environment. • Good human relations, interpersonal, analytical and communication skills. • Ability to work under pressure, after normal working hours, during emergencies and planned overtime. • Valid Driver’s Licence C1 • No criminal record
<ul style="list-style-type: none"> • KEY PERFORMANCE AREAS 	<ul style="list-style-type: none"> • Attends to the processing of vehicle licensing and registration applications in accordance ENATIS procedures. • Perform various administration and cashier duties. • Perform tasks/ activities associated with receiving and receipting of payments. • Reconcile payments and cash deposits against transactional information / statements prior to forwarding for depositing. • Provide information and explanations to general enquiries related to vehicle licensing and registration.

	<ul style="list-style-type: none"> • Attends to procedural administrative requirements, record keeping and reporting deadlines.
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Sakhisizwe Municipality is an Affirmative Action and Equal opportunity employer, it encourages people with disabilities and women to apply and disclose the nature of their disabilities for the purpose of addressing the Municipalities Employment Equity Plan. Correspondence will be limited to successfully candidates only. If you have not been contacted within 01 month from the closing date, please accept that your application has been unsuccessful. Canvassing of Councillors is not permitted and will result to disqualification thereof. The Council reserves the right not to make any appointment.

Interested persons should submit their detailed CV's, certified copies of qualifications and supporting documents with application letters to:

Applications should be addressed to:

Acting. Municipal Manager Or Delivered

BASIL MASE

Sakhisizwe Municipality	Sakhisizwe Municipality
P. O. Box 26	ERF 5556, Umthatha Road
CALA	CALA
5455	5455

NB: Failure to submit documents listed above will result in disqualification. Faxed/emailed application will not be accepted and APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED.

Without prejudice and with due respect, correspondence will only be limited to short-listed applicants due to circumstances beyond our control.

The Municipality reserves the right not to make any appointment in respect of the advertised posts.

Closing Date: 11 September 2020@16H00

