



SAKHISIZWE

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

P.O. BOX 26, CALA, 5455

ERF 5556, UMTHATHA 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 and must be in possession of Grade A 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. No Criminal Record, candidates must submit their clearance certificate, if not they will not be shortlisted. |
| KEY PERFORMANCE AREAS | <ul style="list-style-type: none"> Enforce Road Traffic Legislation Implement planned and approved traffic law enforcement activities 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. |

| | |
|--|---|
| | <ul style="list-style-type: none"> • Issue notices and execute arrests under relevant acts, directives and procedures and attend court proceedings and give evidence. • Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management “Enclosed goods and passengers. • Examine driver’s licences and Motor Vehicles. • Conduct learner and driving licence tests • Conduct vehicle roadworthy tests • Provide visible traffic control/policing and promote/ ensure crime prevention activities. • Plan and execute stop and check of vehicles • Plan and promote visible traffic policing • Plan and participate in roadblocks and / or special law enforcement operations • Perform all administrative activities and related duties • Completion and maintenance of daily administration, statistics, including the daily record keeping of official trips (log books). • Check traffic official’s financial reports on a monthly basis and submit financial claims on a monthly basis • Participate in the planning of other agencies’ operations and coordinate traffic law enforcements resources and report back. Ensure optimal utilization of resources and alignment of activities enabling annual performance plan achievement. • Inspections of official firearms. Submit written reports on accidents and answer representations on recorded offences within 5 days and in the process record and take statements. Asses road conditions |
|--|---|

| POSITION 2: REVENUE ACCOUNTANT | |
|---------------------------------------|--|
| 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 • B.Com Degree/ National Diploma in Accounting or Financial Management |

| | |
|-----------------------|--|
| | <ul style="list-style-type: none"> • Certificate in Municipal Finance Management is an added advantage. • A relevant minimum 3 years working experience in the field of financial management preferable in Local Government is required • Sound knowledge of the Microsoft Office, GRAP, MFMA, DoRA and other legislation applicable to Municipalities is key. • SEBATA Financial Management System knowledge would be advantageous. • Valid Driver's Licence |
| KEY PERFORMANCE AREAS | <ul style="list-style-type: none"> • Update and reconcile revenue accounts, and prepare the financial reports reflecting the municipality's income status. • Implement billing and revenue collection systems such as cash collection, including cashiering, direct debit payment and bank payment. • The daily verification of all revenue related transactions on the general ledger. • The updating and implementation of the valuation roll information onto the financial system and the rates and taxes reconciliation. • Oversee the implementation of the Credit control and related policies. • Ensure effective customer care and follow up on customer queries. |

| POSITION 3: 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 |

| | |
|---|---|
| | <ul style="list-style-type: none"> • 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. • Attends to procedural administrative requirements, record keeping and reporting deadlines. |

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:

**Municipal Manager or Delivered
NOMTHANDAZO MAZWAYI**

| | |
|-------------------------|-------------------------|
| 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: 28 May 2021@16H00

Approved/Not Approved

Nomthandazo Mazwayi
Municipal Manager