



# **BITOU LOCAL MUNICIPALITY**

*(Bitou Municipality is inviting applications for the following vacancy from suitably qualified candidates. Preference will be given to residents before considering candidates outside the Bitou Municipal Area)*

<b>POSITION</b>	<b>TRAFFIC OFFICER X2</b>
<b>DIRECTORATE</b>	<b>COMMUNITY SERVICES</b>
<b>DIVISION</b>	<b>TRAFFIC MANAGEMENT SERVICES</b>
<b>SECTION</b>	<b>OPERATIONAL SERVICES</b>
<b>BASIC SALARY</b>	<b>R 283 087,30 – R 367 446,16 (T10) + MUNICIPAL BENEFITS</b>
<b>REF NO</b>	<b>NOTICE 357 of 2024</b>

**QUALIFICATIONS & EXPERIENCES** • Basic Literacy • Valid Code B Driver's License • Basic training qualification attained • Firearm proficiency • 2-5 years' relevant experience • No criminal record.

**REQUIREMENTS AND SKILLS:** • Proficiency in at least 2 of the 3 official languages of the Western Cape (read, write and speak) • Communication Skills • Ability to operate without direct supervision from time to time • Required to work in all weather conditions • Work outside normal working hours, on standby, during emergencies and planned overtime.

**FUNCTIONS & RESPONSIBILITIES:** • Coordinating specific activities associated with controlling traffic flow and public safety by investigating scenes and completing accident reports • Enforce specific by-laws, road traffic and safety regulations by signalling drivers to stop or to perform other activities • Monitor the local area and acts on situations deemed to be inappropriate by setting up road blocks or check-points by posting barricades and traffic signs • Coordinate and control the application of procedures associated with the driver testing and registration or licensing, marking written test as per provided mask • Authorise conversion or renewal of driver's license and PRDP licenses by filing documentation for enquiry and audit purposes • Completing procedural information, forms, documents and notifications and submitting for further processing • Responsible for the checking of all equipment to determine any defaults • Control traffic for funeral, school patrol, accident or other purposes • Perform driver activities using a vehicle by inspecting oil and fuel levels • Provide assistance with administrative duties to ensure the smooth operation of the traffic division by reading of the court role (sec 56 and sec 341)

## **COMPETENCIES REQUIRED**

### **CORE PROFESSIONAL**

**Community and Customer Focus:** Ability of focus on the customer and provide a high-quality service that is tailored to meet differing needs in the communities served

**Problem Solving:** Gathers information from a range of sources and analyses data to identify problems and issues in order to make effective decisions

**Negotiation and Influencing:** Ability to persuade and influence others using logic and reason. Able to find and sell solutions that will be accepted

**Resilience:** Shows resilience, even in difficult circumstances. Prepared to make difficult decisions and has the confidence to see them through.

**Communication:** Communicates ideas and information effectively, both verbally and in writing. Uses language and a style of communication that is appropriate to the situation and people being addressed, ensuring a common understanding.

**Ethics and Professionalism:** The ability to identify and deal with ethical issues and conflicts of interest.

### **FUNCTIONAL COMPETENCIES**

**Patrol, Enforcement and Emergency Response:** Ability to pre-empt or respond to safety and security problems.

### **PUBLIC SERVICE ORIENTATION COMPETENCIES**

**Interpersonal Relationships:** The ability to establish and maintain productive relationships with people within and outside of the Municipality.

**Communication:** The capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication of others.

**Service Delivery Orientation:** The ability to explore and implement new ways of delivering services that contribute to the improvement of municipal processes in order to achieve municipal goals.

**Client Orientation and Customer Focus:** Understands the service needs of a client / customer (internal or external) and actively focuses on anticipating, meeting and exceeding the needs in a timely and appropriate manner.

## **PERSONAL COMPETENCIES**

**Action and Outcome Orientation:** The display of high work ethic in setting and achieving challenging goals, meeting deadlines and keeping promises. It manifests itself in one's ability to stay focused on task, to be energetic, persistent and reliable.

**Resilience:** The ability to respond constructively to pressure / stress situations and the ability to persist goals despite obstacles and setbacks.

**Change Readiness:** The ability to innovate and challenge the status quo and the ability to cope with change driven by others.

**Cognitive Ability:** The ability to gather information analyse issues and deal with complexity and ambiguity. Shows long-term thinking, follows through in a logical manner, aware of consequences and implications. Is able to see the 'Bigger Picture'.

**Learning Orientation:** The willingness and motivation to learn, acquire knowledge, develop insight and focus on continuous self-improvement.

## **MANAGEMENT COMPETENCIES**

**Team Orientation:** The capacity to promote cooperative climate, understand\ group dynamics and apply appropriate facilitation techniques in working with others to achieve a shared goal.

**Direction Setting:** The ability to create a clear sense of common purpose and vision for others with a view to obtaining buy-in and commitment to the goals.

**Coaching and Mentoring:** The ability to assess skills, performance, and potential of subordinates and to encourage their development with the view of optimizing their talent.

**Impact and Influence:** The ability to inspire a positive attitude in others and be able to influence others effectively.

*Work related enquiries can be directed to the Chief Traffic Services, Mr. S Ganga on [sganga@plett.gov.za](mailto:sganga@plett.gov.za) or on tel:044 501 3211. For general enquiries contact Ms. L Clark on telephone no: 044 501 3418*

Candidates must be willing to be subjected to an interview and competency assessment and must be aware that previous employers and references will be contacted and their qualifications, credit and criminal record will be verified. The candidates will be required to disclose all Financial Interests

Application forms are available on the Bitou website ([www.bitou.gov.za](http://www.bitou.gov.za)). A comprehensive CV, original certified copies of Identification documents, qualifications, and driver's license must accompany the application form and must be posted /hand delivered to the Human Resources Section, Bitou Municipality, Private Bag X1002; Plettenberg Bay; 6600.

Bitou Municipality is an equal opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply.

### **Please Note:**

1. **ONLY** hard-copy applications will be considered. **No** electronic or faxed applications will be accepted.
2. Please complete the Reference Checking Consent & Authorization Form which is available on the Municipality's Website. (*Compulsory*)
3. **LATE APPLICATIONS** will not be considered. Canvassing of Councillors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.
4. Submit separate applications when applying for multiple posts and quote reference number.

### **M MEMANI**

**ACTING MUNICIPAL MANAGER**

**CLOSING DATE: 23 October 2024 @ 14h00**

If you receive no feedback from us within 12 weeks after the closing date, please accept that your application was unsuccessful.

**Bitou Municipality reserves the right not to make any appointment and to re-advertise before a shortlist is compiled.**