



KAROO HOOGLAND MUNICIPALITY

EXTERNAL

REF NUMBER: HR017/2025

SENIOR INSPECTOR: TRAFFIC & LAW ENFORCEMENT

DEPARTMENT: OFFICE OF THE DIRECTOR COMMUNITY SERVICES

Salary: T12 – R32 633.81 pm

Plus Benefits

Minimum Requirements:

- The most eligible candidate must be in possession of a Grade 12 plus a Traffic Officer Diploma and Law Enforcement Certificate (originally certified copy must be attached).
- 5 - 8 years' relevant experience required of which 2 - 3 years' must be supervisory experience.
- A valid code EB driver's License (originally certified copy must be attached).
- Firearm Competency Certificate (Originally certified copy of valid certificate must be attached).
- No Criminal Record (Originally certified copy of Clearance Certificate or Proof of application of clearance certificate must be attached)

Knowledge & Scope:

- Takes control of specific operational activities and related incidents; •Has limited decision making responsibility within set frameworks; Accountable for development of staff; and Control and Supervision of staff.

Qualifications:

- Grade 12.
- Basic training qualification.
- Code EB driver's licence.
- No criminal record; and
- Firearm proficiency.

Competencies:

- Ability to under pressure, financial management skills, Negotiation skills, Fluent in two of the three official languages of the northern cape, Computer literate in Ms word / excel / PowerPoint / outlook, Protocol and business ethics good communication abilities. Able to handle conflict. Able to work under pressure. Time management, be able to act consequently and firmly. Must be trustworthy with a high level of integrity together with the ability to handle conflict, stress and work under pressure. Good communication skills in at least two (2) of the three (3) official languages in the Northern Cape, namely English, Afrikaans and Xhosa. Only applicants with the highest levels of personal integrity will be considered.

Key Performance Areas:

- Supervising and exercising control over the duties, activities and discipline of the immediate subordinates.
 - Evaluating the performance of the immediate subordinate and giving guidance and advice regarding his/her duties.
 - Patrolling and observing the streets with his / her vehicle and attending to any traffic infringements, for example the neglecting of traffic signs, illegal parking, etc.
 - Traffic Control & Traffic Law Enforcement
 - Performing duties as prescribed in the National Land Transportation Act (NLTA)
 - Record Road Traffic Crashes (RTC's) and register such at the SAPS in order to obtain a AR-No for reference purposes.
 - Enforcement of Municipal By-Law.
 - Executing Warrants of Arrests (WoA) and preparing statements.
 - Provide emergency support function during disasters or emergency situations.
 - Complete specific reports, statutory documentation and registers.
 - Impounding of vehicles.
 - Present Road Safety Awareness and Educational programs.
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- Ensure that inconvenience and/or risks to safety are minimized through efficient handling of traffic congestions / bottlenecks.
 - Do specialized Traffic Policing.

- Promoting a Safe Work Environment.
- Be willing to work Shifts, Overtime and Perform Standby duties as and when required.
- Other duties as requested from time to time.

Other Competency Requirements as Stipulated in Annexure A of the Government Gazette No 45181 Dated 20 September 2021 pages 732 – 744 : Demonstrates all competencies from level 1 to 3. Please visit https://www.gov.za/sites/default/files/gcis_document/202109/45181gon890.pdf and read through headings below:

Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
• Problem Solving • Communication • Resilience • Negotiation and Influencing Ethics and Professionalism	• Patrol, Enforcement and Emergency Response. • Ability to pre-empt or respond to safety and security problems.	• Interpersonal Relationships • Service Delivery Orientated • Client Orientated	• Action and outcome orientated • Change readiness • Cognitive ability • Learning Oriented	• Team Orientated • Impact and Influence • Direction setting

Please Note: By applying for this position, the candidate consents to verification checks of qualifications and criminal records. Candidates must be willing to be subjected to a rigorous evaluation process. Originally completed applications, accompanied by originally certified true copies of qualification certificates (degrees, diplomas, certificates, school certificates, etc.) as well as required driver's licences, Professional Driver's Permits and registration certificates from professional bodies, where applicable. Receipt of applications will not be acknowledged, and no supporting documentation will be returned.

The appointment will be subject to an initial probationary period of 6 (six) months after which the permanent confirmation of the appointment shall be reconsidered.

Canvassing with councillors or any other decision-maker/member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application.

Karoo Hoogland Municipality is an Equal Opportunity Employer. Candidates from the designated groups, including those with disabilities are encouraged to apply. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process. If you do not hear from us within 3 (three) months of the closing date, please regard your application as unsuccessful. For more details on vacancies visit our website www.karoohoogland.gov.za. The Council reserves the right not to make an appointment and to add/amend/change the salary package.

CLOSING DATE: Friday, 19 SEPTEMBER 2025 at 12:00

Job Related Enquiries: Mr. Marius Venter – 053 285 0998

General HR Enquiries: Mr. MC Kennedy – 053 285 0998

Applications, clearly marked, accompanied by a comprehensive CV and details of contactable referees for the abovementioned vacancy must be sent to/handed in at –

The Office of the Municipal Manager, Mnr J Jonkers, Posbus 165, 2 Mulder Street, Williston, 8920.
Or email to

recruitment@karoohoogland.gov.za

MR J JONKERS
MUNICIPAL MANAGER
05 September 2025