



KAROO HOOGLAND MUNICIPALITY

RE-ADVERTISEMENT (EXTERNAL/INTERNAL)

REF NUMBER: HR013/01/2026

SENIOR INSPECTOR: TRAFFIC & LAW ENFORCEMENT

DEPARTMENT: OFFICE OF THE DIRECTOR COMMUNITY SERVICES

This position is based at Fraserburg, Norther Cape

Salary: T12 – R391 643.04 – 508373.52 per annum

Plus Benefits

Minimum Requirements:

The most eligible candidate must be in possession of a Grade 12 plus a Traffic Officer Diploma/Law Enforcement Certificate (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 (Certified copy must be attached). No Criminal Record (Certified copy of Clearance Certificate). Must be in possession of an Examiner for Driving Licences Diploma **(At Least a Grade B)**.

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; Registered as an Examiner of Driving Licences (EDL), Computer Literacy – Office Applications and specific systems related eNatis

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:

- Conduct driving licence tests in accordance with K53 and applicable legislation/Coordinates and controls the application of procedures associated with the vehicle/ driver testing and registration or licensing
- Maintain accurate test records and administrative documentation
- Ensure integrity, fairness and transparency in all testing processes
- Assist with the operation and control of the municipal test ground
- Conducts and/ or checks eye testing equipment (Orthorator) functionality on completion of routine maintenance sequences
- Supervising and exercising control over the duties, activities and discipline of the position.
- 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 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.
- 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.
- Responsible for the rendering of a traffic law enforcement service in accordance with the Road Traffic Act 93 of 1993, to ensure the upholding of law and order by performing operational tasks
- Municipal by-law enforcement
- Enforcement of land and transport act
- Educate scholars
- Conduct roadblocks with SAPS and other stakeholders

Co-ordinates and controls:

the application of procedures associated with the vehicle testing, registration and licensing, Performs prescribed activities and duties related to the examining of vehicles for roadworthiness, undertakes specific activities during disasters/emergency/firefighting and/or communicates potential risk and hazard situations, completes specific reports, statutory documentation and registers and performs special tasks. Attends to the application of specific maintenance sequences with respect to equipment and vehicle. Assist with driving activities to enhance service delivery in general, Responsible for the execution of traffic and community policing procedures in accordance with departmental procedures and authorized to arrest or serve fines on individuals for any contravention, of road safety laws and regulations, Responsible to part take in the Municipality's Performance Management and Development System.

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

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

below:

GENERAL INFORMATION:

"Karoo Hoogland Municipality is committed to diversity, employment equity, and the development of local communities. Preference will be given to suitably qualified candidates in line with the Municipality's Employment Equity Plan."

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, 10 April 2026 at 12:00

Job Related Enquiries: Mr. G. Von Mollendorf – 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 Acting Municipal Manager, Mr. G. Von Mollendorf, Posbus 165, 2 Mulder Street, Williston, 8920.

Or email to

recruitment@karoohoogland.gov.za

MR. G. VON MOLLENDORF
ACTING MUNICIPAL MANAGER
31 March 2026