EMALAHLENI LOCAL MUNICIPALITY

NOTICE NO: HR 05/2025

INTERNAL AND EXTERNAL ADVERTISEMENT FOR VACANT POSITIONS

Emalahleni Municipality is a Grade 2 municipality comprising of Indwe, Dordrecht and Cacadu with its seat in Cacadu. Emalahleni Municipality is an equal opportunity employer and subscribes to the principles of employment equity.

Applications are invited from suitable qualified candidates for the filling of the following positions (African Females and Males are encouraged to apply)

1. TRAFFIC OFFICERS X2

SALARY SCALE: TASK GRADE 10 (R 269 959,32) PER ANNUM

FRINGE BENEFITS

Normal fringe benefits include pension, leave and housing subsidy on certain conditions,

REQUIREMENTS

- Grade 12 (Matric)
- Traffic Officers National Diploma.
- Diploma: Examiner of driving licence GRADE "A" will be an added advantage.
- Diploma: Examiner of vehicles GRADE "A" will be an added advantage.
- Registration as Traffic officer.
- Unendorsed Code A & EC Driving Licence.
- No criminal Record and security vetting will be conducted.
- 2 years relevant experience.
- Computer literacy (Excel, word, outlook, presentation, etc.
- Valid Driver's licence

KEY RESPONSIBILITIES:

- Conducting effective Law Enforcement, to ensure safety on the road.
- Stopping vehicles for inspections.
- Issuing traffic fines/citations and warnings.
- Impounding cars that are not roadworthy, illegally parked or abandoned.
- Conducting point duty (Traffic control).

- Conducting speed measuring and control overload.
- Attending moving violations and drunken driving.
- Attending to road accidents, record accidents and secure accidents scenes.
- Conducting physical escorts for VIPs, abnormal loads, and events.
- Conducting crowd control.
- Ensuring compliance with all policies and Standard operating Procedures in the execution of duties.
- Effective utilization of Municipal assts and resources.
- Maintaining records and register in the work area.
- Provide evidence in court for any transgression.
- Keeping records of activities and compile reports concerning infringements, transgressors, accidents.
- Sharing information and working with other law enforcement agencies as directed and appropriate.
- Support emergency, fire and rescue services during disasters.

Applicants for the above-mentioned positions are required to fully complete and submit a prescribed application form obtainable from our reception or download from www.emalahlenilm.gov.za, detailed Curriculum Vitae together with certified copies of all qualifications and the Identity Document, Driver's licence. Applications not accompanied by the required documentation will not be considered. The Council reserves the right not to continue with the interviews and appointments if no suitable candidate is found.

Emalahleni Municipality is an equal opportunity employer with a firm commitment to employment practices irrespective of race, gender and disability.

Correspondence will only be entered into with short-listed candidates. Applicants not contacted within 30 days of the closing date may safely assume that their applications were not successful. The Council nevertheless appreciates the interest shown by applicants. Enquiries can be made with Manager: Human Capital Mr Zamuxolo Mbotyi, at Mbotyiz@emalahlenilm.gov.za during office hours.

Applications can be hand delivered to the Registry Section, 37 Indwe Road, Lady Frere or posted to the as follows: -

MS POB MAKOMA
The Municipal Manager
Emalahleni Local Municipality
No. 37 Indwe Road
CACADU
5410

29/01/2025

No email applications will be accepted, and

No Late applications will be considered, therefore post delays must be considered by the applicant.

The closing date for applications is Friday, 28 February 2025.