



**CEDERBERG MUNICIPALITY**  
**VAKATURES / VACANCIES**  
**NOTICE NUMBER: 221 / 2024**



The Cederberg Municipality, which includes the towns, Citrusdal, Clanwilliam, Graafwater, Lamberts Bay and Elands Bay, as well as a large rural area, invites applications from suitably qualified candidates to fill the following position within its establishment. The Cederberg Local Municipality is an equal opportunity, and Affirmative Action Employer. Persons designated in terms of applicable legislations as historically disadvantaged South Africans as well as people with disabilities are encouraged to apply.

**DIRECTORATE: CORPORATE & COMMUNITY SERVICES**  
**JOB TITLE: TRAFFIC OFFICER (GRADE I) EXAMINER OF VEHICLES / DRIVING LICENCES X2**  
(THIS POSITIONS WILL BE STATIONED IN CLANWILLIAM & CITRUSDAL)

**Duties:** Duties: To render efficient and sustainable traffic, licensing services to all road users and public in the Municipal area of jurisdiction • To render traffic services regarding the promotion of road safety, the enforcement of road traffic legislation/regulation and municipal by-laws, driver licences, the testing of the roadworthiness of vehicles at the roadworthy test centre and the provision of other traffic services • Performs other task and liaising activities regarding traffic services, traffic safety and firefighting services and other general administrative, safety and supervisory duties • Undertake duties and activities to promote road safety in the different towns within the municipal boundaries • Undertake duties and activities regarding the enforcing of road traffic legislation/regulations and municipal by-laws in the different towns within the municipal boundaries • Undertake duties and activities regarding the testing of the roadworthiness of vehicles at the roadworthy test centre • Undertake other tasks and liaising activities with the public regarding traffic services and traffic safety • Undertake other general administrative and safety duties and activities • Undertake duties and activities regarding firefighting services in the different towns within the municipal boundaries • Performs supervisory duties • The full scope of duties is contained in the job description.

**Requirements:** Traffic officer diploma • Good human relations and communication skills • Able to handle conflict stress and work pressure • Able to act consequentially and firmly • Trustworthy and high level of integrity • Successful completion of the courses in the testing of drivers/learners of the Provincial Department of Transport • Successful completion of the courses in the examination of vehicles at roadworthy test centres of the Provincial Department of Transport. (Certificate as Examiner of Vehicles) in both of the above registration certificates from Provincial Department of Transport • Fluent in two of the three official languages of the Western Cape • Valid Code A and EC driver's license • 5-8 years' relevant experience.

**Remuneration:** T10 (R 264 550.08 – R 343 387.92) plus normal municipal benefits.

Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
<ul style="list-style-type: none"> <li>• Written communication</li> <li>• Oral communication</li> <li>• Organisational Awareness</li> </ul>	<ul style="list-style-type: none"> <li>• Accounting</li> <li>• Procurement</li> <li>• Budgeting</li> <li>• Costing</li> <li>• Financial Management</li> </ul>	<ul style="list-style-type: none"> <li>• Service Delivery Orientation</li> <li>• Interpersonal Relationships</li> <li>• Communication</li> </ul>	<ul style="list-style-type: none"> <li>• Actions and outcome orientation</li> <li>• Resilience</li> <li>• Change readiness</li> <li>• Learning Orientation</li> <li>• Cognitive ability</li> </ul>	<ul style="list-style-type: none"> <li>• Direction Setting</li> <li>• Impact and influence</li> <li>• Coaching and mentoring</li> <li>• Team Orientation</li> </ul>



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<ul style="list-style-type: none"><li>• Problem solving</li><li>• Planning and organising</li></ul>	<ul style="list-style-type: none"><li>• Financial Reporting</li><li>• Financial Process</li></ul>			
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**PLEASE NOTE: THIS POSITION IS BEING RE-ADVERTISED. ALL APPLICANTS THAT HAVE PREVIOUSLY APPLIED ARE WELCOME TO APPLY AGAIN**

**CLOSING DATE FOR APPLICATIONS:** 15 November 2024 at 12h00.

**ENQUIRIES:** Contact Alice Wilton / Izaan Tieties at 027 482 8000 during office hours.

**PLEASE SPECIFY WHICH POSITION YOU APPLY FOR!**

**IMPORTANT:**

Forward your application in your own handwriting on the prescribed application form to: The Municipal Manager: Private Bag X2 Clanwilliam, 8135 or via email: [recruitment@cederbergraad.co.za](mailto:recruitment@cederbergraad.co.za) Mark the Envelope clearly: Application for Vacancy • Application forms are available from the municipal offices and the municipal website: [www.cederbergmunicipality.co.za](http://www.cederbergmunicipality.co.za) and must be completed in the applicants own handwriting • Applications must be accompanied by a comprehensive CV with certified copies of qualifications (Not older than three months) and other relevant documents • Applications without the above will not be considered • The Cederberg Municipality reserves the right not to make an appointment • Candidates will be subjected to reference checks • Fraudulent qualifications or documentation will immediately disqualify an applicant • Direct or indirect canvassing with councillors or officials for preferential treatment will lead to immediate disqualification of the relevant applicant • Correspondence regarding the advertised position will be limited to shortlisted candidates • Do not send original documentation • No CV's or application documents will be returned to candidates for any reason. If you are not invited for an interview within 60 days, you may deem your application to be unsuccessful. Indicate clearly the vacancy you are applying for • should there be any errors or omissions on this advert; the relevant job description, grading and or municipal policies will supersede such error or omission • It is important that applicants must have a South African revenue services (SARS) registration number. Failure to provide a SARS number will disqualify your application.

**NO CRIMINAL RECORD (IMPORTANT – VALID SAPS CLEARANCE CERTIFICATE OR PROOF OF APPLICATION OF CLEARANCE CERTIFICATE MUST ACCOMPANY APPLICATION – APPLICANTS MUST PROVIDE A VALID POLICE CLEARANCE CERTIFICATE NOT OLDER THAN 6 MONTHS ON THE DAY OF THE INTERVIEW – APPLICANTS WHO DOES NOT PROVIDE THE VALID CLEARANCE CERTIFICATE ON THE DAY OF THE INTERVIEW WILL AUTOMATICALLY BE DISQUALIFIED**

**G MATTHYSE  
MUNICIPAL MANAGER**