



CEDERBERG MUNICIPALITY
VAKATURES / VACANCIES
NOTICE NUMBER: 44 / 2025



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: SUPERINTENDENT / MANAGEMENT REP TRAFFIC & LAW ENFORCEMENT
(THIS POSITION WILL BE STATIONED IN CLANWILLIAM)

Duties: To render efficient and sustainable traffic, licensing and law enforcement services to all road users and public in the Municipal area of jurisdiction to ensure compliance with regard to municipal compliance • Identifies with the Public Safety strategy with respect to service delivery and, defines, implements and monitors the short term plans/ objectives for the Road Traffic and Law Enforcement functionality • Directs and controls the Key Performance Indicator's and outcomes of personnel within the Road Traffic and Law Enforcement Section • Implements procedures, systems and controls to regulate specific work and related applications associated with the functionality • Co-ordinates and monitors sequences associated with the implementation of statutory Laws and By-Laws related to Public Safety • Co-ordinates the implementation of specific plans associated with controlling traffic and maintaining road safety • Disseminates guidance and information on specific key performance areas and requirements associated with the Traffic policing and Road Safety • Co-ordinates specific administrative and reporting requirements associated with the key performance and result indicators of the functionality • The full scope of duties is contained in the job description.

Requirements: Grade 12 • Traffic Officer Diploma • Diploma National Diploma in the field of Traffic • Successful completion of the courses in the testing of drivers / leaners licences 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) • Good communication in two of the three official languages of the Western Cape • Valid Code A and EC Drivers driver licence • Good human relations and communication skills • Able to handle conflict, stress and work pressure • Be able to act consequently and firmly • Trustworthy and high level of integrity • Supervisory skills • 5 - 8 years relevant experience required of which 2 - 3 years' must be supervisory experience.

Remuneration: T12 (R 391 095.24 – R 507 653.28) plus normal municipal benefits.



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JOB TITLE: 2X TRAFFIC OFFICER GRADE III
 (THIS POSITIONS WILL BE STATIONED IN CLANWILLIAM & LAMBERT'S BAY)

Duties: To render traffic services regarding the promotion of road safety, the enforcement of road traffic legislation / regulations and municipal by-laws and the provision of other traffic services • To render efficient and sustainable traffic, licensing services to all road users and public in the Municipal area of jurisdiction • The full scope of duties is contained in the job description.

Requirements: Grade 12 • Traffic Officer Diploma • Valid Code B drivers' licence • Able to handle conflict, stress and work pressure • Be able to act consequently and firmly • Trustworthy and high level of integrity • Fluent in two of the three official languages of Western Cape • 2 - 5 years' relevant experience.

Remuneration: T9 (R 249 222.72 – R 323 497.20) per annum plus normal municipal benefits

The competency levels for these abovementioned positions is level 3 (SUPERINTENDENT / MANAGEMENT REP TRAFFIC & LAW ENFORCEMENT) and level 2 (2X TRAFFIC OFFICER-GRADE III) of the (UNIFORMED COMPETENCY FRAMEWORK) as stipulates in Annexure A of the Municipal Staff Regulations Government Notice R890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
<ul style="list-style-type: none"> • Community and Customer Focus • Problem Solving • Negotiation and Influencing • Resilience • Communication • Ethics and Professionalism 	<ul style="list-style-type: none"> • Patrol, Enforcement and Emergency Response 	<ul style="list-style-type: none"> • Interpersonal Relationship • Communication • Service Delivery Orientation • Client orientation and customer focus 	<ul style="list-style-type: none"> • Action and Outcome Orientation • Resilience • Change Readiness • Cognitive Ability • Learning Orientation 	<ul style="list-style-type: none"> • Team Orientation • Direction Setting • Coaching and Mentoring • Impact and Influence



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DIRECTORATE: TECHNICAL & PLANNING SERVICES

JOB TITLE: PROCESS CONTROLLER CLASS IV: WATER & WASTEWATER TREATMENT WORKS

(THE POSITION WILL BE STATIONED IN LAMBERT'S BAY)

Duties: Responsible to control the treatment process at the water & wastewater treatment works and to supervise subordinates • Supervises plant personnel during a defined shift period of a Water Treatment Works to ensure the maintenance of staff discipline and execution of work task • Monitor and Control Plant Stock • Plant Production and Asset Management • The full scope of duties is contained in the job description.

Requirements: Grade 12 or relevant post matric qualification preferably a NTC 3 in Water Treatment or Waste Water treatment • Minimum registration as a Class IV Process Controller as per R3630 or its amendments • Trade related qualification: Operators certificate/ Waste water Treatment practice (N3) • Code EB Driver's Licence • Basic computer literacy (MS Word / Excel / Outlook) • Good Communication skills in two of the three languages of the Western Cape • Good writing skills • Demonstrate an in-depth working knowledge of treatment technologies, water engineering practises, mechanical- and electrical equipment • Supervisory skills • Attention to detail • Must be able to perform under pressure • 5 years' experience in operating a wastewater purification plant • It will be an added advantage if candidates have a proven record of working experience and knowledge of an activated sludge treatment plant.

Remuneration: T9 (R 249 222.72 – R 323 497.20) per annum plus normal municipal benefits

The competency level for this position is a level 1 (PROCESS CONTROLLER COMPETENCY FRAMEWORK) as stipulates in Annexure A of the Municipal Staff Regulations Government Notice R890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies.

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
<ul style="list-style-type: none"> Oral Communication Written Communication Problem Solving Planning and organising Ethics and professionalism 	<ul style="list-style-type: none"> Discipline Specific skills Task management Use of process specific Technology/ Equipment Quality Orientation Work place safety People management 	<ul style="list-style-type: none"> Service delivery orientation Interpersonal Relationships Service delivery Orientation 	<ul style="list-style-type: none"> Action and outcome orientation Resilience Change readiness Learning orientation 	<ul style="list-style-type: none"> Direction Setting. Impact and Influence Coaching and Mentoring Team Orientation

PLEASE SPECIFY WHICH POSITION YOU APPLY FOR!



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CLOSING DATE FOR APPLICATIONS: 28 March 2025 at 12h00.

ENQUIRIES: Contact Marianna Bester / Izaan Tieties at 027 482 8000 during office hours.

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 Mark the Envelope clearly: Application for Vacancy • Application forms are available from the municipal offices and the municipal website: 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