



## EXTERNAL ADVERTISEMENT

The Westonaria Local Municipality invites external suitably qualified candidates to apply for the following position.

### DEPARTMENT: COMMUNITY SERVICES

### SECTION: PUBLIC SAFETY

**POSITION: TRAFFIC LAW ENFORCEMENT OFFICERS x 3**  
**POST LEVEL 08 (SALARY R149 556.00 – R170 772.00)**

#### Job Purpose

- To perform activities/tasks associated with the provision of a Traffic and Policing Service by monitoring and attending to situations associated with minimizing traffic congestion or offences committed causing inconvenience and risk to public safety

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#### Key Performance Areas:

- Perform all **Law Enforcement Functions** which include amongst others traffic patrols, speed law enforcement, management of accident scenes as well as point duty when required
- Coordinate specific activities associated with controlling traffic flow and public safety
- Do visible community policing work, monitor and act during situations and/or behaviour by members of the public which is deemed to be inappropriate or non-conforming
- Enforce specific by-laws, road traffic laws and other related safety regulations
- Become involved in all **Road Safety Promotion** initiatives and activities
- Provide Support during emergency situations such as the occurrence of a disaster
- Completion of specific reports, statutory documentation and registers
- Prompt execution of other related functions as and when required and instructed by superiors

#### Requirements:

- Matric/ Grade 12 Certificate
- A Traffic Diploma issued by an accredited Traffic College
- At least 2 years practical experience in traffic law enforcement
- Certificate of training in defensive driving will be an added advantage
- A valid Code 8 (EB) Driving Licence – (possession of Codes A and EC) will be an added advantage
- Be physically fit



### Attributes

The following are some of the attributes expected from the applicants:

- A team player
- Willingness to do standby duties as and when required
- Willingness to work a shift system
- Willingness to work under stressful conditions
- Willingness to work abnormal hours (overtime) when required

### **DEPARTMENT: INFRASTRUCTURE SERVICES**

#### **SECTION: ELECTRICAL**

**POSITION: ELECTRICIAN**  
**POST LEVEL 08 (SALARY R149 556.00 – R170 772.00)**

#### **Key performance Areas / Duties:**

- Carry out or/and arrange for the inspection of electricity installations
- Determine the maintenance requirements
- Schedule maintenance and repair tasks
- Monitor the maintenance of electricity
- Provide assistance and advice on electricity issues
- Perform maintenance on transformers, high and low voltage joints
- Undertake planning of the development and electrification of the municipal area
- Monitor the daily issuing and recording of tools and equipment and the return of such items at end of day
- Compile monthly reports

#### **Requirements:**

- Trade Tested Artisan or equivalent qualification
- Valid Drivers' License plus PDP
- Five (5) years relevant experience
- Be willing to work overtime/ standby as and when requested



## DEPARTMENT: CORPORATE SERVICES

### SECTION: FLEET MANAGEMENT

**POSITION: FLEET SYSTEMS CONTROLLER**  
**POST LEVEL 06 (SALARY R213 024.00 – R235 320.00)**

#### Purpose

- To provide institutional fleet operational controls

#### Key performance areas

- Responsible for municipal fleet operational activities.
- Ensure that vehicles are scheduled and available for maintenance.
- Control vehicle keys
- Control fleet related consumables which include kilometres travelled, or operating hours, fuel, oil and tyres, repairs and maintenance.
- Interact with workshop admin assistant on vehicle defects and scheduled maintenance related aspect.
- Attend to all fleet administration aspects.
- Delivery of new vehicles to departments
- Responsible for municipal branding of vehicles
- Responsible for tracking systems
- Handling of files for all vehicles
- Deal with licenses and COF's.
- Correspond with asset department to keep asset register of the municipality up to date.
- Deal and address all risk related matters

#### Requirements

- Grade 12 with relevant certificate in Transport Management
- Drivers licence (B)
- Computer literacy in MS Excel, Word and Outlook
- Communication skills
- Experience: 3 years in fleet operating control



## DEPARTMENT: COMMUNITY SERVICES

### SECTION: LIBRARY

**POSITIONS: PROGRAMME LIBRARIAN WESTONARIA LIBRARY AND ROTATING  
CONTRACT (DAC UP TO JUNE 2016)  
POST LEVEL: 07 (R17 184 p.m)**

#### Key performance Areas / Duties:

- Rendering a customer focused service to meet the leisure, informational and educational needs of the users by:
  - Assisting with reference and information inquiries;
  - Assisting with reader guidance;
  - Assisting with photocopies and faxes;
  - Intake and out book of library resources;
  - Disciplining and empowering of library users.
  
- Performing specific duties related to programs/projects, by:
  - Developing and implementing programs/projects focusing on marketing and outreach efforts, educational support, skills development, organizing events, displays, exhibits, social networking and liaison relationships;
  - Regularly assess the effectiveness of programs/projects, using both formal and informal techniques;
  - Submitting written reports on programs/projects conducted.

#### Requirements:

- Degree/ Diploma in Library and Information Science OR BA Education/Diploma in Education;
- Communication skills;
- Basic computer literacy;
- Bilingualism;
- Public relation skills;
- Interpersonal skills;
- Project management skills;
- 2 Years library experience/ experience as a teacher;
- Knowledge of SIRSI System;
- Code 8 driver's license.



**Application letters specifying the post applied for accompanied by CV, ID and Drivers' License must be submitted to:**

**Manager: Human Resources**

**Hand delivery**

2<sup>nd</sup> Floor East Wing  
Municipal Offices  
WESTONARIA

**Postal address**

P O Box  
Westonaria  
1780

**Enquiries: Human Resources Section**

**Tel: (011) 278 3000 or 011 278 3035**

**WESTONARIA LOCAL MUNICIPALITY IS AN EQUAL OPPORTUNITY EMPLOYER AND RESERVES THE RIGHT NOT TO MAKE AN APPOINTMENT. APPOINTMENTS WILL BE MADE IN ACCORDANCE WITH THE WESTONARIA LOCAL MUNICIPALITY'S RECRUITMENT AND SELECTION POLICY.**

- 1. Applications will not be acknowledged and only short listed candidates will be invited for interviews.*
- 2. Canvassing, fraudulent qualifications, information and documentation will immediately disqualify any applicant.*
- 3. If you do not receive a response within 3 months from the closing date, please accept that your application was unsuccessful.*

**CLOSING DATE: 13 FEBRUARY 2015 AT 12H00**

**T.C NDLOVU**

**MUNICIPAL MANAGER**

**NOTICE BOARDS**