



**EXTERNAL ADVERTISING**

AbaQulusi Municipality seeks to appoint experienced, highly motivated and suitably qualified persons to the following position:-

**DEVELOPMENT PLANNING TOWN PLANNING TECHNICIAN**

**Annual salary: R272 915.52-R354 276.72 task level 11 of a Grade 3 Local Municipality (Task system) plus normal fringe benefits applicable to Local Government.**

**Requirements:**  
Grade 12 (NQF Level 4)  
National Higher Diploma in Town and Regional Planning (NQF 6)  
Eligible to Registration as a Professional or Technical Planner with the South African Council for Town Planners (SACPLAN)  
Code C1 Driving License  
Excellent Computer Skills  
Excellent verbal and written communication skills  
Attention to detail and accuracy  
3 years relevant experience in Town Planning.

**Key Performance Areas:**  
Applies principles and procedures to support the process of strategic planning at a city wide or broader context.  
Conducting prescriptive assessments (land use, services) to enable identification of key problem areas, statements, strategies, community action plans, etc.  
Applies principles and procedures to enable preparation of base and conceptual plans and/ or attends to specific phases/ requirements related to the preparation, approval, monitoring, and review of policy, development plans and applications.  
Assessing and assessing information pertaining to social facilities, topographic, demographic, cadastral etc.  
Assessing, analyzing and synthesizing relevant information to enable preparation of base and concept plans.  
Applies technical procedures and principles associated with the specific statutory requirements related to development planning and/ or release of Council land and rights.  
Executes Law Enforcement with regards to transgression of land use legislation.  
Investigates nature and extent of illegal land uses by inspecting the premises.  
Drafts letter of notification to offender to cease illegal activity, stating due date.  
Attends to specific technical and administrative information and, procedural communication requirements related to the functionality.  
Applying database administration principles to store, maintain and access developmental planning information.

**COMMUNITY SERVICES CLERK COMMUNITY SERVICE CENTRE (emondlo)**

**Annual salary: R114 060.72-R147 321.24 task level 5 of a Grade 3 Local Municipality (Task system) plus normal fringe benefits applicable to Local Government.**

**Requirements:**  
Grade 12 (NQF Level 4)  
Computer Literacy  
Minimum of 3 months relevant experience.

**Key Performance Areas:**  
Performs activities/ tasks associated with the receiving, distributing and recording of incoming/ outgoing mail.  
Inserting acknowledgement of receipt on incoming mail, stamping and reflecting circulation details.  
Attending to the preparation of outgoing mail, determining postage applicable referring to official postage tariff guides and/ or detailing any special requirements with respect to priority mail, etc.  
Performs tasks/ activities associated with the provision of general office support.  
Performs administrative activities associated with preparation of documents and correspondence for circulation, example minutes, agendas and notifications.  
Recording and updating registers of attendees of Committee meetings and extracting and forwarding information on request with respect to long term/ continuous absenteeism of Officials to Committee Chairperson.  
Updating Committee files and records inserting attendance registers, notification, correspondence and minutes in accordance with established referencing sequences.  
The post is required to undertake all administrative requirements and responsibilities within laid down policies and procedures.

**COMMUNITY SERVICES SUPERINTENDENT – BY LAWS AND TRAFFIC (Public Safety)**

**Annual salary: R322 213.56-R418 242.72 task level 12 of a Grade 3 Local Municipality (Task system) plus normal fringe benefits applicable to Local Government.**

**Requirements:**  
Grade 12 (NQF Level 4)  
National Higher Traffic Officers Diploma (NQF Level 6)  
Registered as a Traffic Officer.  
Peace Officer Certificate.  
Valid Fire Arm Competency Certificate.  
Valid Code EC Driver's License  
Computer Literacy  
3 - 4 years' experience in Traffic environment  
No Criminal Record

**Key Performance Areas:**  
Identifies with the Public Safety strategy with respect to service delivery and defines, implements and monitor the short term plans/objectives of the Law Enforcement functionality.  
Directs and controls the Key Performance Indicator's and outcomes of personnel within the Road Traffic and Law Enforcement Section.  
Conducting appraisals to measure performance against agreed objectives, counselling and consulting with personnel on developmental goals, career paths and short term targets and standards. Analyzing statistical information pertaining to staff attendance, overtime, leave and addressing deviations or occurrences of abuse and/ or workplace conflict through the implementation of corrective measures in accordance with Human Resources Policies and Procedures.  
Implements procedures, systems and controls to regulate specific work and related applications associated with the functionality.  
Inspecting work sites and/ or conducting observations of work sequences and determining extent of awareness and/ or the need for corrective/remedial measures.  
Discussing and/ or investigating workplace accidents/incidents, seeking reasons from supervisory personnel on any non-compliance/deviation and providing direction on courses of action for execution.  
Co-ordinates and monitors sequences associated with the implementation of statutory Laws and By-Laws related to Public Safety.  
Co-ordinates specific administrative and reporting requirements associated with the key performance and result indicators of the functionality.  
Preparing investigational and productivity reports referring to statistical data and qualitative information related to service delivery initiatives of the Section for the attention of the immediate superior for consideration and inclusion into Council and Sub Committee reports.  
Disseminates guidance and information on specific key performance areas and requirements associated with the Traffic policing and Road Safety.  
Participating in various meetings (Committees, internal and external forums) and provides comments/opinions on functional issues with respect to service deliverables.

**COMMUNITY SERVICES SUPERINTENDENT LAW ENFORCEMENT**

**Annual salary R322, 213.56-R418,242.72per annum, task level 12 of a Grade 3Local Municipality (Task system) plus normal fringe benefits applicable to Local Government.**

**Requirements:**  
Grade 12  
National Diploma in Municipal Police Officers/ Traffic ( NQF Level 6 )  
Diploma Registration as a Traffic Officer  
Valid Code EC Driver's License.  
Valid Fire Arm Competency Certificate  
Peace Officer Certificate  
Computer Literacy  
4-5 year relevant experience in Traffic Environment  
No Criminal Record

**Key Performance Areas:**  
Communicating with the immediate superior on specific key performance areas (Road Safety, Public Safety) with a view to aligning functions and service delivery objectives against the capacity and capability of the section  
Reporting on the implementation of interventions and the status of Road Safety and providing reasons and recommendations supporting changes to applications with respect to traffic law enforcement  
Analysing service delivery trends and capacity against requirements and submits reports supporting specific provisions for consideration during the preparation of capital and operational expenditure estimates to support plans and objectives  
Evaluating and aligning functions/ activities and resources relating to the Learners and Drivers License Testing, addressing specific comments/ opinions arising from adults and/ or public concerns in respect of service delivery  
Reporting internally/ externally on implementation outcomes with regards to Law Enforcement interventions and work in progress and providing reasons and recommendations to improve and/ or sustain the quality and performance levels of the section  
Defining adjusting the role boundaries, workflow processes and job design against laid down service delivery requirements  
Establishing the adequacy and availability of personnel against agreed outcomes and motivating to the immediate superior for additional resources to support the implementation of operational plans  
Conducting appraisals to measure performance against agreed objectives, counselling and consulting with personnel on developmental goals, career paths and short term targets and standards  
Participating in the recruitment and selection process, approving minimum design and specifications for inclusion into job advertisement and evaluating applicants suitability through analysis of selected short-listed curriculum vitae and interviews

**COMMUNITY SERVICES FIRE FIGHTERS (Public Safety) (Three positions)**

**Annual salary: R161 966.28-R210 255.84 task level 7 of a Grade 3 Local Municipality (Task system) plus normal fringe benefits applicable to Local Government.**

**Requirements:**  
Grade 12 (NQF Level 4)  
Valid Code C1 Driver's License  
Completed Mandatory Courses as specified by the Department for Fire Fighter, 1 & 2 Certificate  
1 year relevant experience as a Fire Fighter

**Key Performance Areas:**  
Attends training and undertakes specific preparatory activities.  
Following instructions/ demonstrations and performs physical exercises and practical emergency applications in simulated situations  
Removing and washing off debris from tools and/ or vehicles using pressurized cleaning systems (hand held hoses) and, checking procedural application or placing/ stacking tools/ equipment in demarcated locations/ vehicle compartments.  
Attends to fire-fighting and the application of emergency procedure.  
Comprehending instructions and executing applications (e.g. running out fire hose, mounting/ removing connections to water supply units/ hydrants, opening/ closing valves)  
Participates in specific fire prevention and safety applications.  
Performs general activities and attends to office support requirements.  
Completing procedural forms/ documents inserting routine information related to inspections or incidents and/ or recording details of occurrences in registers and reports.

**SENIOR CLERK MOTOR LICENSING (TWO POSITIONS)**

**Annual salary: R133 982.52-R173 929.80 task level 6 of a Grade 3 Local Municipality (Task system) plus normal fringe benefits applicable to Local Government.**

**Requirements:**  
Matric  
Computer Literacy  
1 – 2 years relevant Road Traffic administration experience

**Key Performance Areas:**  
Processes Motor Vehicle Licence applications and attends to registrations of vehicles, and the issue of permits.  
Provides information and guidance on the requirements and procedures related to specific licenses on enquiries and/ or queries.  
Attends to administrative applications and maintains activity related records update and record keeping.  
Attends to the maintenance of office systems and updates public notifications.  
Removing and replacing obsolete instructions and guidelines from notice boards with current licensing requirements and procedures for the application of permits.  
Organising and arranging signage to enable ease of understanding of the sequence to be followed for specific applications.  
Checking and reporting to the immediate superior, the condition and/ or capability of the facility to cope with customer requirements and provide acceptable services, suggesting changes to operating procedures.

**COMMUNITY SERVICES STATION OFFICER (FIRE FIGHTING) (Public Safety)**

**Annual salary: R322 213.56-R418 242.72 task level 12 of a Grade 3 Local Municipality (Task system) plus normal fringe benefits applicable to Local Government.**

**Requirements:**  
Matric  
A tertiary qualification in Fire Fighting 1 & 2, Fire Instructor / Fire Officer Certification or equivalent . (NQF Level 5)  
Computer Literacy  
Code C1 Drivers License  
4-5 years' experience at operational level within Fire Services.

**Key Performance Areas:**  
Implements procedures and monitors the key functional areas associated with the Operations Division.  
Keeping abreast of technological developments and making recommendations on changes to systems/ procedures and/ or equipment specifications with a view to improving efficiencies.  
Maintaining records, registers and service level agreements pertaining to the activities and operations in respect of inventory, inspections and incidents and/ or instituting corrective measures to address deviations from standard practices  
Controls the key performance indicator's and outcomes of personnel based in the Division.  
Analyzing statistical information pertaining to staff attendance, overtime, leave and addressing deviations or occurrences of abuse and/ or workplace conflict through the implementation of corrective measures in accordance with Human Resources Policies and Procedures.  
Co-ordinates requirements and interventions associated with the maintaining optimum operational functionality.  
Monitoring and participating in scheduled inspection of personnel and equipment and/ or instituting remedial measures to address specific deviations from laid down standards.  
Evaluating outcomes from mock drills and field exercises and/ or providing input and executing the necessary procedural requirements with respect to developing and capacitating personnel.  
Executes actions and disseminates instructions during major incidents of fire.  
Providing guidance to the fire-fighting team in respect of rescue, evacuation and fire-fighting procedures.

**COMMUNITY SERVICES TRAFFIC OFFICER (Public Safety) (Two Positions)**

**Annual salary: R205 328.40-R266 521.20 task level 9 of a Grade 3 Local Municipality (Task system) plus normal fringe benefits applicable to Local Government.**

**Requirements:**  
Grade 12 (NQF Level 4)  
Traffic Officers Diploma acquired at accredited Traffic Training College ( NQF Level 6)  
Registered as a Traffic Officer  
Peace Officer Certificate  
Valid Code EC Driver's License  
Computer Literacy  
2 - 3 years' relevant experience  
No Criminal Record

**Key Performance Areas:**  
Coordinates specific activities associated with controlling traffic flow and public and road safety.  
Communicating with the Control Room and attending to traffic bottlenecks caused through accidents, breakdown or peak hour congestion.  
Enforces specific by-laws, National Road Traffic regulations, prescripts of the Criminal Procedure Act and related Acts compliances.  
Issuing of fines, warnings and/ or serving summons on offenders and/ or executing arrests for more serious offences.  
Monitors the local area and attends to specific security operations and acts on situations/behavior deemed to be inappropriate or non-conforming.  
Patrolling and observing the streets and suburban areas and identifying with non-conforming practices.  
Completes specific reports, statutory documentation and registers.  
Updating the occurrence book inserting details of incidents and activities attended to.  
Assisting with updating of summonses on the Traffman and/ or Natis Systems.  
Attends to the application of specific maintenance sequences with respect to equipment and vehicle.  
Undertakes specific activities during disasters/emergencies.  
Executing specific emergency and rescue support during emergencies/disasters situations to Emergency, Medical and or rescue teams with specific instructions of the Officer in charge of the operations.

**Notes to prospective applicants' +**  
A Comprehensive Curriculum Vitae, together with a covering letter and certified copies of qualifications, should be sent to the Municipal Manager: AbaQulusi Municipality P.O. Box 57 Vryheid 3100.

No faxed or e-mailed applications will be accepted.

Shortlisted candidates might be expected to complete a practical competency evaluation and will be subjected to reference and background checks.

If there's no response from AbaQulusi Municipality within two months of the closing date, the applicant must accept his/her application as unsuccessful.

Enquiries may be directed to the Human Resources Section on 034-9822133 ext. 2334 & 2337.  
People with disabilities are encouraged to apply.

The employer reserves the right NOT to appoint.

The AbaQulusi Municipality is committed to comply with the requirements of the Employment Equity Act, No 55 of 1998, for the advancement of previously disadvantaged and disabled persons.

If you have not heard from us within 2 months of the closing date, you should regard your application as unsuccessful.

**Closing Date: 19 November 2020 at 16h00**

**MR B.E NTANZI MUNICIPAL MANAGER**