



**MTUBATUBA LOCAL MUNICIPALITY  
UMASIPALA WASE-MTUBATUBA  
MTUBATUBA MUNISIPALITEIT**

**SUPERINTENDENT TRAFFIC LAW ENFORCEMENT & DLTC  
PERMANENT POST  
TASK GRADE 12 OF CATEGORY 1 MUNICIPALITY**

**Requirements:**

- Matric plus Traffic Officers Diploma & Examiner of Drivers Licenses;
- Registration as Traffic Officer as well as Examiner for Drivers Licenses;
- Relevant 3 years' experience as a Traffic Officer plus at least 2 yrs as an Examiner of Drivers License;
- Good communication skills (Written and Oral) & fluency in isiZulu and English;
- Extensive knowledge of MS Word, MS Excel, MS PowerPoint and MS Access;
- Be prepared to work under pressure and to work long hours;
- Drivers' License and no criminal record.
- Good managerial and interpersonal skills.
- Knowledge of National Road Traffic Act and other relevant legislation is essential.

**Key Performance Areas:**

- Traffic law enforcement, implement procedures, systems and controls to regulate specific work related operations, Preparing plans to address specific interventions (Traffic Control, Road Blocks ,Traffic Speed Timing and major events with due consideration given to resource, Completing and submitting cases files to facilitate prosecution and attending and depending specific action in the Court of Law.
- Checking and verifying through internal audit process, inspection of records and registers of testing equipment and instruments against standard stipulated by-laws and regulations to ensure quality standards driving the efficiency and effectiveness of the section are complied with and deviations are identified and rectified thus minimizing adverse effects.
- Communicating to personnel through verbal and written mediums statutory and procedural requirements for adoption and compliance thereof, Discussing and/Investigating workplace accidents / incidents, Seeking from supervisory personnel on any non-compliance and proving directions on courses of action for execution.
- Monitor and perform application/ procedures associated with testing and certification of driver's applications.
- Attending to appeals from applicants in respect of outcomes, providing explanations and reasons referring to the standard and requirements encompassed in statutory legislation.

Enquiries can be directed to the **Human Resources Section on 035-550 0069** during office working hours.

Applications together with a comprehensive CV and certified copies of qualifications and ID copy should be addressed and submitted to: The Acting Municipal Manager, Mtubatuba Municipality, P. O. Box 52, Mtubatuba, 3935 on/or before 14 February 2015.

**Acting Municipal Manager**

*Mtubatuba Municipality subscribes to an affirmative action programme that is non-racist, non-sexist, non-discriminatory and based on merit. The Council reserves the right not to make an appointment.*

*Should you not be contacted within a period of three months from the closing date, your application should be deemed to have been unsuccessful. Shortlisted candidates will be subjected to security clearance and certificate verification.*

**Closing Date: 14/02/2015**