



LAINGSBURG MUNICIPALITY
EXTERNAL VACANCY
NOTICE NUMBER 35/2025

TRAFFIC OFFICER
DEPARTMENT: COMMUNITY SERVICES
DIVISION: LAW ENFORCEMENT AND TRAFFIC SERVICES
SECTION: TRAFFIC LAW ENFORCEMENT
PERMANENT

SALARY SCALE: Post Level T10: R263 628, 00- R342 228 per annum
Additional Benefits: Medical aid (optional), Pension, 13th cheque

REQUIREMENTS

- Traffic Diploma
- Unendorsed valid Code B driver's license
- Three (3) years of relevant experience
- Must work overtime/shifts and perform standby duties when required
- Good health in according with the physical requirements of the post
- Firearm proficiency
- No criminal record

SKILLS & KNOWLEDGE REQUIRED

- Proficiency in at least two of the official languages of the Western Cape (read, write and speak)
- Good human relations, interpersonal, organizational and communication skills
- High level of responsibility
- Ability to work under pressure

KEY PERFORMANCE AREAS

- Responsible for the rendering of a traffic law enforcement service in accordance with the Road Traffic Act 93 of 1993, to ensure the upholding of law and order by performing operational tasks
- Undertake traffic law enforcement through the use of technology;
- Regulate traffic
- Municipal by-law enforcement
- Assist in the administration and processing of traffic offenses
- Render judgement on traffic offenses and handle inquiries from the public
- Provide general support to the Traffic Department
- Perform court obligations
- Conduct Roadblocks with SAPS and other stakeholders
- Coordinate and control the application of associated procedures with vehicle/driver testing and registration and licensing

The Competencies level for this position is an Ununiformed Level 2 as stipulated 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.

Functional Competencies	Core Professional Competencies	Public Service Orientation Competencies	Personal Competencies	Management/ Leadership Competencies
<ul style="list-style-type: none">• Patrol, Enforcement and Emergency Response• 	<ul style="list-style-type: none">• Community and Customer Focus• Problem Solving• Negotiation and Influencing• Resilience	<ul style="list-style-type: none">• Interpersonal Relationships• Communication• Service Delivery Orientation	<ul style="list-style-type: none">• Action and Outcome Orientation• Resilience• Change Readiness	<ul style="list-style-type: none">• Team Orientation• Direction Setting

	<ul style="list-style-type: none"> • Communication • Ethics and Professionalism 	<ul style="list-style-type: none"> • Client Orientation and Customer Focus 	<ul style="list-style-type: none"> • Cognitive Ability • Learning Orientation 	<ul style="list-style-type: none"> • Coaching and Mentoring • Impact and Influence •
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CLOSING DATE: 11 APRIL 2025

Please note:

- By applying for this position, the candidate consents to verification checks of qualifications and criminal records. Originally completed applications, accompanied by originally-certified true copies of qualification certificates as well as required driver's licences.
- Professional Driver's Permits and registration certificates from professional bodies, where applicable.
- Receipt of applications will not be acknowledged and no supporting documents will be returned.
- **ONLY** certified hard-copy applications will be considered. **No** electronic or faxed applications will be accepted.
- Canvassing with councillors or any other decision-maker/member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application.

Laingsburg Municipality is an Equal Opportunity Employer. Candidates from the designated groups, including those with disabilities are encouraged to apply. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process. If you do not hear from us within 3 (Three) months of the closing date, please regard your application as unsuccessful. The Council reserves the right not to make an appointment and to add/amend/change the salary package.

Application must be made on the official application form of the Laingsburg Municipality and a covering letter accompanied by a comprehensive curriculum vitae and certified copies of qualifications and identity document (not older than three (3) months) as well as particulars of at least three recent contactable references, and must be submitted to: **The Municipal Manager, Private Bag X4, Laingsburg, 6900** or hand deliver applications at Laingsburg Municipality Offices at 2 Van Riebeeck Street, Laingsburg, at Department Corporate Services on or before the closing date.

This position is located at the Laingsburg Municipality offices.

Administrative enquiries should be forwarded to Human Resources, **Ms Noeline Gouws at (023) 5511 019**

pp. Jafta Booysen

JAFTA BOOYSEN
MUNICIPAL MANAGER
24 March 2025

Municipal Offices
Private Bag X4
LAINGSBURG
Tel: 023 5511 019