

MALUTI-A-PHOFUNG LOCAL MUNICIPALITY



NOTICE NO 79/2010

Maluti-a-Phofung hereby invites the application for the following position:

Applications are hereby invited from competent bilingual persons for appointment in the below mentioned vacancies.

MANAGER: TRANSPORT MANAGEMENT

Requirements:

- Degree / Diploma in fleet Management
- 3 Years transport Management experience
- Communication Skills
- Computer Literacy
- Drivers Licence (Code EB)

Core responsibilities:

1. Defining / adjusting the role boundaries, workflow processes and job design against laid down service delivery requirements and statutory financial regulations referring to good and accountable financial management and governance.
2. Determining staffing levels and preparing motivations for the filling of vacancies to complement functional objectives and requirements.
3. Participating in the recruitment and selection process, approving minimum design and specifications for inclusion into job advertisements and evaluating applicant's suitability through analysis of selected short-listed curriculum vitas and interviews.
4. Conducting appraisals to measure performance against agreed objectivities, counselling and consulting with personnel on developmental goals, career paths and short term targets and standards.
5. Monitoring the adequacy of current training interventions through the evaluation competency demonstrated in workplace application and prepares assessment and progress reports for inclusion into the consolidated Skills Development Plan of the Department.
6. 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 and Codes of Good Practice encapsulated in Employment Legislation.

Remuneration:

Post Level 3 of a post 9 municipality

CHIEF TRAFFIC OFFICER: OPERATIONS**Requirements:**

- Matric
- Diploma in Institute of Traffic Officers
- 4 Years relevant experience
- Communication Skills
- Computer Literacy
- Drivers Licence (Code EB)

Core responsibilities:

1. Defining / adjusting the role boundaries, workflow processes and job design against laid down service delivery requirements.
2. 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.
3. Analyzing and evaluating requirements associated with specific investigations arising out of complaints received from the Public with respect to criminal activities, nuisances, public disturbance.
4. Participating and directing investigations sequences encompassing visiting locations and communicating with offenders, executing arrests and / or removing evidence to support prosecution.
5. Attending to the documentation and notification procedures, executing warrants of arrests.
6. Completing and submitting case files to facilitate prosecution and attending and defending specific actions in the court of law.
7. Mapping and / or preparing safety and security programmes and plans aimed at co-ordinating the implementation, prioritization and allocation of responsibilities.
8. Formulating operational plans and addressing the implementation of key safety and security programmes with respect to specific events and / or protection of important dignitaries visiting the area.
9. Executing specific awareness and educational campaigns within the communities to capacitate individuals on the safety and security strategies.

10. Participating in the establishment and, providing support to Civil Protection Organisations (Neighbourhood Watch) with regards to roles, responsibilities and methodology.
11. Evaluating current levels of performance with respect to the guarding, investigations and public order and addresses deviations or adjustment to plans and / or co-ordinating joint efforts (South African Police Service) to eliminate / minimize security and safety risks.
12. Attending Neighbourhood Watch Forums and / or various schools and presenting methodologies and approaches aimed at maintaining safety and security.

Remuneration:

Post Level 3 of a post 9 municipality

CLOSING DATE: 05 NOVEMBER 2010

Applications should be submitted to:

**The Municipal Manager
Maluti-a-Phofung Municipality
Private Bag X805
WITSIESHOEK
9870**

For administrative enquiries please contact Mr N.K Rens at (058) 718 3734 / 7183736.

Applicants are advised that if they have not heard from us within 30 days from date of closure, they should accept that their applications were not successful.

Maluti-a-Phofung subscribes to the principles of Employment Equity and Affirmative Action. Appointments will be made in terms of Maluti-a-Phofung Municipality Employment Equity Policy.

**RS KAU
MUNICIPAL MANAGER**