



TO : **Municipal Manager**
SED : Development Planning & Human Settlements
Acting SED : Budget and Treasury Office
Acting SED : Technical Services
Acting SED : Corporate Services
Acting SED : Community Services

FROM : **Director : Human Resources**

REF NO : **HR 5/3/2/1**

ENQUIRIES : **A Taljaard**

DATE : **9 January 2018**

INTERNAL MEMORANDUM

HR CIRCULAR NO. 1/2018 : ADVERTISEMENT OF VACANCIES

Attached please find an advertisement for vacancies for distribution to all personnel in your department.

Please note that receipt of all internal applications for vacancies must be acknowledged by the Human Resources department, the latter cannot be held responsible for any application that might go amiss.

Kindly note that all CV's submitted by hand to the Human Resources Department will be signed for as proof of receipt of the application.

T.M. MJILO
DIRECTOR : HUMAN RESOURCES

N. VINKHUMBO
ACTING SED : CORPORATE SERVICES

NEWCASTLE MUNICIPALITY VACANCIES

The following vacancies exist in the department as mentioned hereunder :-

1. DEPARTMENT : COMMUNITY SERVICES (PROTECTION SERVICES)

(a) **TRAFFIC OFFICERS (X4) : COMM25; COMM31; COMM26 AND COMM32**

Remuneration	:	R262 549,63 per annum
Qualifications	:	Grade 12 (NQF Level 4). Code B or EB driver's license. Traffic Officer's Diploma. Registration as a Traffic Officer and Peace Officer. 1 Year relevant experience as a Traffic Officer.
Responsibilities	:	Participation in routine checks, stopping vehicles and conducting inspection of driver's licences, vehicle registration and roadworthiness requirements and attending to specific infringement of road safety rules e.g. illegal parking etc. Issuing of fines, warnings of summons and executing warrants of arrests. Enforcement of Municipal By-Laws. Perform escort duties e. g. VIP'S escort, abnormal loads funerals, sporting events, etc. Utilize and operate enforcement equipment, e. g. speed measuring equipment and Alco meter. Provision of roadside education on traffic and related legislation such as amendments of new legislation. Participation in joint operations with other law enforcement agencies e.g. SAPS. Monitoring and including corrective action on defective traffic signals and signs as well as road defects. Use of effective traffic control measures like hand signals, barricades, temporary traffic signals to communicate with drivers and pedestrians, directing, diverting, stopping and controlling the flow of traffic. All powers and duties conferred upon Traffic Officers in terms of the National Road Traffic Act, 93 of 1996 as well as Criminal Procedure Act, 51 of 1997.
Where advertised	:	Internal / Newcastle Advertiser / Ilanga

Detailed CV's can be forwarded to Ms T H Sithole at the Directorate : Human Resources, Tower Block, Murchison Street, Private Bag X6621, NEWCASTLE, 2940. For further information you may contact the Chief Traffic Officer, Mr A K Anandhaw at 034 – 328 4702.

- Canvassing for appointment will automatically disqualify an applicant.
- If no reply to your application has been received within 60 days of the closing date, you should consider your application as being unsuccessful.
- The Directorate : Human Resources will not take responsibility for information not mentioned in applications.
- **NO** late applications will be accepted.
- **NO** e-mails or faxes will be accepted.
- The Directorate: Human Resources will not be held responsible for lost applications unless proof of submission can be supplied.
- All applicants may be required to undergo a proficiency test.
- **NO** applications shall be considered without certified copies of the original documents of qualifications.
- The Newcastle Municipality adheres to the provisions as contained in the Employment Equity Act to ensure the representativity through the process of affirmative action.
- Reference checks will be done.
- Applicants must have no criminal record or pending criminal / departmental or civil cases.
- Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.
- Foreign qualifications accredited by the South African Qualification Authority only will be considered.
- **SHOULD** the candidate be successful in the interviews and thereafter decline the offer, such candidate will be liable for all costs incurred to have the position re-advertised.

CLOSING DATE : 2 FEBRUARY 2018