



BREED VALLEY
MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

DEPARTMENT OF COMMUNITY SERVICES

MANAGER TRAFFIC SERVICES/LAW ENFORCEMENT & SECURITY SERVICES

TASK LEVEL 16

SALARY: R479 844.00 – R622 860.00 p.a.

Total Cost of Employment: R834 705.00 – R1 019 334.00 p.a.

Job Purpose: Managing and coordinating, policy planning, control and supervision of Traffic Section and responsible for the effective administration of Traffic Control and Law Enforcement, Motor Vehicle Registration and Licensing, Court Section, Administration Section, Vehicle Testing Station, Technical Section and Driver's and Learners Licence Centre. To develop set traffic strategies, policies, parameters standards and operational programs for implementation and compliance. To manages and develop the implementation, monitoring evaluation and reporting sequences of outcomes associated with plans and programs designed to accomplish key services delivery objectives with respect of law enforcement through coordination of the operations associated with the enforcement of the laws and bylaws. Besides these core functions, the incumbent is also responsible for the composition of a realistic operating and capital budget. Also, responsible and accountable for the execution of instructions received from the Director Protection services, council or delegated to him as prescribed by Council and Departmental Policies. Managing and coordinating, policy planning, control and supervision of Traffic Section and responsible for the effective administration of By-Law Enforcement Section and Management of Security Services.

Duties: Manage and control the functioning of law enforcement branch; Controls the court section, motor vehicle registration, drivers licence section, support service and technical section of the Traffic department and Security Services through authorizing and/or delegating the Manager Traffic administration to enforce/instruct; Operational planning and reporting; Personnel and performance management; Procedures, systems and controls; Compile, control and implement Traffic Departments yearly operational and capital budget; Manage, controls, supervises and performs administrative duties regarding building plans; Render the function of Law Enforcement and Policing; Delegated powers by the Director Community Services; Enforce laws and regulations; Manage and control contracts allocated to Traffic Department approved by the Supply Chain Tender Process; Manage and control applications of way-leaves for installation of fix-site cameras; Approve and control the issue of way-leaves applications to government institutions, municipal departments and private contractors after inspection of active sites; Manage and control fire-arms and ammunition according to firearms control act 2000; Compile tender advertisements in consultation with the Supply Chain Management; Supervise the receiving of funds and issue of receipts/certificates; Compile quarterly and annual report;

Requirements: Grade 12; Final Traffic Diploma (ITO 3) or BTech degree in Traffic Management.

Experience: 7 years relevant experience

To apply in assured confidence, please send your Application form, CV, certified copies of qualifications and covering letter (including details of at least 3 contactable referees and the relevant reference number) to The Human Resources Manager, Breedee Valley Municipality, Private Bag x3046, Worcester, 6850, or email to jobs@bvm.gov.za. For enquiries contact the Human Resource Office - Liezel Alberts at 023 348 4961.

All applications should reach us by **14 December 2018 at 12:00**

The Municipality is an Equal opportunity employer and as such will observe the requirements of the employment equity act and its EE plan. Females and People with disabilities are encouraged to apply.

Please note that * No late applications will be considered *No faxes will be accepted *If you have not heard from us within 60 days of the closing date, please accept that your application has been unsuccessful *Candidates wishing to have their CV's returned should provide a self-addressed envelope with the required postage stamps* Canvassing with Councillors or any other decision-maker is not permitted and proof thereof will result in disqualification* Fraudulent qualifications or documentation, will immediately disqualify any applicant