



BIG 5 HLABISA LOCAL MUNICIPALITY (KZ 276)

P.O Box 387
Hlabisa
3937

Lot 808, off Masson Street
Hlabisa
3937

Tel: +(27)035 838 8500 – Hlabisa

Tel: +(27)035 838 7200 – Hluhluwe

E-mail: mm@big5hlabisa.gov.za

POSITION: 2X MANAGER PROTECTION SERVICES – INTERNAL AND EXTERNAL ADVERTISEMENT.

PERMANENT POSITION.

The Big 5 Hlabisa Local Municipality seeks to appoint suitable qualified personnel to assist Council to achieve its vision and mission. The Municipality subscribes to an affirmative action program that is non-racial, non-discriminatory but based on merits. Council reserves the right not to make any appointment.

Salary: Task grade 15 of category 1 Municipality re-advertisement

Minimum Requirements:

- Degree or National Higher Diploma related to Road Safety Management
- Traffic Officer's Diploma
- Grade A Examiner for Driving Licenses
- Grade A Examiner of Vehicles
- Must be registered with Department of Transport as a Traffic Officer, Examiner of Vehicles
- Valid Code EC and A Driving License
- Computer Literate
- Must have no criminal records
- 5 years' experience in the relevant field preferably Local Government

Key Performance Areas Include but not limited to:

- Evaluating the adequacy of institutional arrangements to support critical requirements as stipulated in the Act and the Municipality's integrated Development Plan.

- Preparing operating expenditure estimates referring to trends and forward plans to the immediate superior for consideration and inclusion in the departmental draft budget proposal.
- Conducting in depth investigation with a view to establish the validity and / or the need for integration of key performance areas to support seamless delivery of services at local community level etc.
- Mapping out current and future interventions necessary to sustain and effectively address all aspect of by-law enforcement and road traffic management.
- Keeping abreast through research and attendance at forums, symposia, interaction with regulatory bodies, etc. of technical developments and changes to legislative prescripts and presenting explanatory reports on the need to change or adjust approaches / review policies.
- Analyzing resources requirements against work scope and time frames and / or providing input into the drafting of tender specification / contractual terms and reference for the procurement/ purchasing of specialized fleet, tools / equipment and materials and / or services with a view to optimizing utilization and achieving cost effective and uninterrupted operations.
- Determining staffing levels and presenting proposal with recommendations for the filling of vacancies to complement functional objectives and requirements.
- Communicating to personnel through the verbal and written mediums statutory and procedural requirements for adoption and compliance thereof.
- Determining compliances with operational and administrative procedures and applications through analysis of continuous assessment reports and observations with a view to affecting specific adjustments to plans, systems and applications.
- Providing direction on courses of action for execution to address and / or limits the occurrence of work place accidents/incidents.
- Monitoring procedures relating to fleet and equipment procurement and management, assessing compliance with respect to condition monitoring, maintenance and statutory regulations in respect of the design and specification of emergency and /or policing vehicle, equipment and facilities.
- Assessing the adequacy and application of control procedures with respect to firearms/ ammunition and fixed and movable assets and, addressing/ investigating specific deviations with a view to instituting disciplinary measures or procedural changes

- Interpreting relevant Acts and regulations to review, consolidate and submit recommendations and proposal on programmer and plans to address road traffic safety and compliance.
- Monitoring the operations of the traffic policing and test center facilities against Quality Assurance standards, analyzing reports and conducting inspections (driver testing and licensing, traffic policing operations) and / or prioritizing any intervention to address and rectify serious breaches to the code of practice
- Participating in various meetings (council, internal and external forums, steering committees) and provides comments/ opinions on matters affecting or concerning the functionality.
- Maintaining relationship with National, provincial and local Government through interaction on critical aspects associated with identification, classification and preparedness of the local area to deal with safety and security issues.
- Monitoring the maintenance of departmental activity and recordkeeping system and/ or executing specific actions to facilitate the updating of registers and schedules.

NB: Canvassing is strictly prohibited and proof thereof will disqualify applicants.

Applications must be accompanied of comprehensive CV, certified copies of qualifications, ID, consent form and application form obtainable on our Municipal website (www.big5hlabisa.gov.za) and be sent to: The Municipal Manager; Big 5 Hlabisa Local Municipality; PO Box 387: Hlabisa 3937; or Hand delivery to Lot 808, Off Masson Street; Hlabisa 3937 or 163 Zebra Street Hluhluwe 3960 on or before the closing date which is strictly not later than **16h00 of the 11 June 2024.**

Enquiries: Human Management Mr. BN Ngwane Tel: 035-838 8500

FAXED, EMAILED AND APPLICATIONS WITHOUT THE REQUIRED DOCUMENTS WILL NOT BE CONSIDERED.

APPROVED BY:

**DR V.J MTHEMBU
MUNICIPAL MANAGER**

17/05/2024
DATE