



**(INTERNAL & EXTERNAL ADVERTISEMENT)**

**DIRECTORATE : COMMUNITY SERVICES**  
**DIVISION: TRAFFIC SERVICES, LAW ENFORCEMENT & SECURITY SERVICES**  
**SECTION: LAW ENFORCEMENT & SECURITY SERVICES**  
**LOCATION: WORCESTER**

**ASSISTANT SUPERINTENDENT PROSECUTIONS (PERMANENT)**  
**BASIC SALARY: R 334 289.33 – R 433 928.14 per annum [T11]**  
**Ref: CS/TSW/1024**

**Job Purpose:** Controlling of and overseeing the execution of activities of the court section in accordance with the relevant legislation and procedures.

**Duties:**

- Ensure that all court administrative processes are performed in accordance to different legislative provisions.
- Keeping abreast with all legislative amendments and ensure that processes are aligned thereto.
- Communicate legislative amendments to subordinate so the work processes can be understood.
- Report any deviations or non-conformance to his immediate supervisor.
- Verify payments received by cashiers and check daily balance sheets and check for double payments.
- Check, control and sign off admission of guilt register, warrants of arrests and summonses.
- Responsible for the cancellation of documents on the TCS system when the notice is cancelled by the Traffic Officer.
- Check and control all returned 341/56 books for lost documents / notices.
- Check that all captured cases are correct with the printed captured register and return to the Data Capturer for filing.
- Attend to the speeding cases rejected by the Verification Officer.
- Import and export of speed camera cases, import name and addresses of speed and section 341 cases from the E-Natis system.
- Determine court dates for section 54 and 56 offences in consultation with the Magistrate.
- Authorized to block E-Natis transactions on outstanding warrants of arrests.
- Generate, print and sign Section 54 notices.
- Administering court roll, summonses, warrants of arrests and payments of fines.
- Extract monthly reports of offences from Traffic Contravention Systems.
- Oversee the counting and verify cash amounts against (TCS/TMT/OPUS).
- Check and control the daily cash up with all the relevant documentation.
- Seal the income and place in the safe for safekeeping.
- Ensure that all documentation relating to cash up is forwarded to the Finance department.
- Ensure that the correct petty cash is in the cash draw.
- Delegates tasks to subordinates and control execution thereof.
- Monitoring attendance, conduct and output.
- Conducting regular meetings with subordinate staff.
- Handle all enquiries regarding traffic offences at Court Section
- Liaise with Director Public Prosecutions and Magistrates Court regarding court processes and documentation.
- Checking the oil, water, tyre pressure, fuel level, etc. of the designated vehicle.
- Recording each trip on an individual basis on the designated Vehicle Log Sheet
- Submitting all completed vehicle Log Sheets to the immediate superior for authorisation
- Perform cashier functions, as and when required
- Adhere to Health and Safety procedures according to the OHS policy.

**Minimum Requirements:**

- Grade 12
- National Traffic Diploma
- 2<sup>nd</sup> Year Diploma in Metropolitan and Traffic Policing (institute for Traffic Officers 2) or 1<sup>st</sup> Year of a B Tech – Municipal and Traffic Policing or relevant NQF 5 level qualification

- Code B Drivers Licence
- Computer Literate – Ms Office
- No criminal record
- 3 years relevant work and supervisory experience
- Proficient in at least two (2) of the three (3) official languages in the Western Cape

**Other Requirements:**

Computer skills – MS Office, Sound knowledge of court procedures, notices (Sect. 341, 54, & 56 notices) and relevant laws (Traffic legislation and Criminal Procedures Act), Proficient in at least two (2) of the three (3) official languages in the Western Cape.

**Competencies:** (For a detailed description of competencies, read competency level 3 from page 731 / 744 of the Competency Framework on our website / on this link- <https://bvm.gov.za/download/municipal-staff-regulations-competency-framework/> )

**Core Professional Competencies:** Community and Customer Focus, Problem Solving, Negotiating and influencing, Resilience, Communication, Ethics and Professionalism.

**Functional Competencies:** Patrol, Enforcement and Emergency Response.

**Public Service Orientation Competencies:** Interpersonal Relationships, Communication, Service Delivery Orientation, Client Orientation and Customer Focus.

**Personal Competencies:** Action and outcome orientation, Resilience, Change Readiness, Cognitive Ability, Learning Orientation.

**Management/Leadership Competencies:** Team Orientation, Direction Setting, Coaching and Mentoring, Impact and Influence.

**PLEASE NOTE:** Please read the below conditions carefully, only those who comply with the conditions will be considered:

1. No late applications will be considered.
2. The Municipality is an equal opportunity employer and as such will observe the requirements of the **Employment Equity Act** and its **EE plan**
3. **Only online applications will be accepted via the link: <https://bvmjobs.mcidirecthire.com>**
4. **When applying via the link above please ensure that you fill in all required fields.**
5. **Also attach an updated CV (Including details of at least three (3) contactable WORK REFERENCES and the relevant numbers), certified copies of qualifications, and covering letter.**
6. **Applicant with a foreign educational qualification must submit a certificate of verification by SAQA**
7. Any candidate appointed at the **Breede Valley Municipality** will sign an employment and performance agreement subject to probation per the Local Government: Municipal Staff Regulations.
8. **For enquiries contact the Human Resources Office at 023 348 4961 or on email address: [jobs@bvm.gov.za](mailto:jobs@bvm.gov.za)**
9. Canvassing with Councillors or any other decision-maker is not permitted, and proof thereof will result in disqualification.
10. Fraudulent qualifications documentation or misrepresentation of information will immediately disqualify any applicant.
11. If you have not heard from us within 60 days of the closing date, please accept that your application has been unsuccessful.

All applications should reach us by **14 November 2024**. at 13:00.

**The Municipality reserves its right not to make an appointment.**