



**BREED VALLEY**  
MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

**(INTERNAL & EXTERNAL ADVERTISEMENT)**

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

**SUPERINTENDENT: COURT SERVICES (PERMANENT)**  
**SALARY: R 394 652.00 – R 512 266.96 per annum [T12]**

**Ref: CS/TS01/1024**

**Job Purpose:** Responsible for the coordination and utilization of personnel in the Court section in order to ensure the effective functioning of the section and its processes.

**Duties:** Ensure proper functioning of the Traffic Contravention Systems • Ensure that all accused are being prosecuted for the correct offence in terms of the National Road Traffic Act, TCSP guidelines, Municipal bylaws and National Transportation Act • Ensuring continuous supply of Section 341 and Section 56 notice books as well as other Court Section related documents • Ensuring that court documents including the court role, warrant of arrest registers, control documents, speeding and red-light violations camera cases adhere to legal requirements • Recommend reduction/withdrawal of fines after consideration of written representation from the public to the immediate superior • Consult with Clerk of Court regarding warrants of arrests and Section 56 and Section 54 notices • Responsible for archiving of documents as per Archiving Act • Monitoring/reviewing capital and operating expenditure of the Section and implementing various checks and balances with a view to identifying, investigating and notifying the immediate superior/line manager of variances and outcomes • Exercising expenditure control over line items on the budget and analysing resource requirements against project scope and time frames with a view to optimising utilisation and achieving cost effectiveness • Communicating to the immediate superior through the verbal and written mediums statutory and procedural requirements for adoption and compliance • Inspecting work sites and/or conducting observations of work sequences and determining extent of awareness and/or the need for corrective/remedial measures • Consult with Public Prosecutors, Magistrates and the Department of Public Prosecutions regarding legislative guidelines and the National Road Traffic Act • Advise the public on interpretation of the National Road Traffic Act and Criminal Procedure Act as well as guidelines from the Prosecuting Authority • Liaise with service providers and other Traffic authorities within the region • Monitoring attendance/conduct and output and addressing deviations from agreed performance indicators through meetings/counselling and/or other approved methods designed to improve and motivate personnel • Leading and managing staff in the Section to ensure that they meet their career objectives and the Directorate's objectives in line with Council's requirements and resource constraints • Checking details of transactional documentation (works orders, requisitions, time and attendance schedules, leave applications, etc.) prior to approving and submitting for further processing • Compile a report for contempt of court and request the payment from the Supply Chain department • Formulating responses to correspondence and enquires from the public, internal requests, etc., referring to work schedules/programmes and management resolutions • Monitoring and collecting statistical information on accidents and forwarding to the immediate superior to ensure the availability of adequate management information for inclusion into specific agendas/reports • Ensure a safe working environment, promote a healthy workforce and to ensure the safety of the community.

**Minimum Requirements:**

- Grade 12
- National Traffic Diploma
- Diploma in Metropolitan and Traffic Policing (Institute for Traffic Officers 3) or 2<sup>nd</sup> year B Tech in Municipal Traffic and Policing or relevant NQF 6 Level qualification
- Valid Code B Driver's License
- No criminal record
- Computer literate – MS Word
- Proficient in at least two (2) of the three (3) official languages in the Western Cape
- 5 years or more relevant work and supervisory experience

**Competencies:** (For detail description of competencies, read competency level 4 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 & customer focus, Problem solving, Negotiation & influencing, Resilience, Communication, Ethics & professionalism.

**Functional Competencies:** Patrol, enforcement & emergency response, Interpersonal relationships, Communication.

**Public Service Orientation Competencies:** Service delivery orientation, Client orientation & customer focus.

**Personal Competencies:** Action & outcome orientation, Resilience, Change readiness, Cognitive ability, Learning orientation

**Management/ Leadership Competencies:** Team orientation, Direction setting, Coaching & mentoring, Impact & 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.**