

Resilience • Communication • Ethics and Professionalism • **Functional Orientation 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.

**DIRECTORATE: PUBLIC SAFETY**

**POSITION** : SUPERINTENDENT TRAFFIC OFFICER  
**SECTION** : TRAFFIC SERVICES  
**VACANCY** : X3 POST  
**REFERENCE** : PS/SUPT/2/11/24  
**REMUNERATION** : IN ACCORDANCE WITH JOB LEVEL 6 OF  
**MERAFONG CITY LOCAL MUNICIPALITY (R 424 127.24 PER ANNUM,  
EXCLUDING BENEFITS**  
)

**REQUIREMENTS:** Grade 12 • Computer Literacy; MS Office • Basic training qualification • Relevant Diploma or Higher Certificate on NQF Level 5 • 5-8 years relevant experience required of which 2-3 years must be supervisory experience • Code EB driver's license • No criminal record • Firearm proficiency.

**RESPONSIBILITIES:** Enforce traffic law to minimise accidents and promote road safety within CoE in accordance to the Batho Pele principles. • Execute crime prevention activities within CoE to create a safer living environment for all. • Enforce traffic law to minimise accidents and promote road safety within CoE in accordance to the Batho Pele principles. • Execute By-Laws activities to ensure compliance and adherence to all Council By-Laws. • Execute police duties in respect of crowd management, VIP protection and securing events. • Execute Road safety and crime awareness campaigns within CoE to promote awareness. • Ensuring and attending domestic violence complaints and incidents according to the Domestic Violence Act. • Promoting and ensuring good health and effective use of animals in executing policing duties. • Execute administration functions that promotes good image of EMPD that is to be upheld through public relations and in accordance to the Batho Pele principles. • Effectively manage, supervise and control subordinates by ensuring the execution of duties, promote road safety and educate the public on road safety matters. Manage administrative duties of law enforcement. • Conducting parade at the beginning and completion of shift. • Ensure professional execution of all law enforcement duties. • Ensure effective communication with all relevant stakeholders to support Municipal objectives. • Submitting reports to the Chief Traffic and licensing Officer regarding area of responsibility, including recommendations, statistical information, results achieved, planned interventions etc. • Ensure a well-trained, effective and powerful workforce. Ensure a safe environment and promote a healthy workforce. Ensure the safety of the community. • Planning the law enforcement activities in consultation with

the Chief Traffic and Licensing Officer. • Must be prepared to work shifts. attending meetings as and when required.

**COMPETENCIES: COMPETENCIES: Core Professional Competencies** • Community and Customer Focus • Problem Solving • Negotiation and Influencing • Resilience • Communication • Ethics and Professionalism • **Functional Orientation 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.

**DIRECTORATE: PUBLIC SAFETY**

**POSITION** : CASHIER  
**SECTION** : TRAFFIC SERVICES  
**VACANCY** : X2 POST  
**REFERENCE** : PS/TS/3/11/24  
**REMUNERATION** : IN ACCORDANCE WITH JOB LEVEL 10 OF  
**MERAFONG CITY LOCAL MUNICIPALITY (R227 853.06 PER ANNUM, EXCLUDING BENEFITS)**

**REQUIREMENTS:** Grade 12 • Computer Literacy; MS Office • 0-2 years relevant experience required.

**RESPONSIBILITIES:** Rendering customer service in providing customers with a receipt for money received. Administer pre-paid sales. • Handling customer enquiries to provide the customer with an excellent service delivery. • Administering manual and electronic payment of connection fees, deposits for services and actual service accounts. • Balancing totals for cash and other takings received with records to ensure all payments are correctly allocated. • Reporting and reconciling amounts collected, float balancing, cash balancing and cheque balancing. • Prepare daily summary and cash reports. • Receiving payment by cash, cheques, credit cards, or automatic debits (EFT). • Issuing receipts, refunds, credits, or change due to customers. • Counting money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change. • Handling telephonic and walk-in enquiries. • Filing all source documents that have accompanied payments. • Balancing cash books on a daily basis before booking and balance receipt books if the system is not operational. • Providing assistance and support during the audit period. • Performing any other duties required from time to time.