



**NQUTHU MUNICIPALITY**  
**UMASIPALA WASE NQUTHU**  
Private Bag X5521, NQUTHU, 3135  
Tel: +27(0) 34 271 6100, Fax: +27(0) 34 271 6111

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## **DEPARTMENT: CORPORATE & COMMUNITY SERVICES**

**Position** : **Traffic Officer X02 (External Advertisement)**  
**Reference No.** : **MCKZ242CORP040**  
**Task Grade** : **09**  
**Salary** : **R 249 585.90 per annum, plus Benefits such as Medical Aid, Pension Fund, and 13<sup>th</sup> Cheque**  
**Type of Contract** : **Permanent**  
**Place of work** : **Nquthu Local Municipality boundaries**

### **Key Requirements:**

- Grade 12 Certificate
- Traffic officers Diploma
- Registration as Traffic Officer with the Department of Transport
- Code B/EB Drivers Licence
- Grade B Driving licence examiner will be an added advantage.
- Peace officer certificate/valid saps clearance (SAPS69i) not older than 4 months)
- Minimum of 3 years relevant experience
- Ability to communicate in both isiZulu and English.
- Problem solving skills, writing skills, computer knowledge and knowledge of NRTA 93/96.
- Be physically fit and able bodied.
- No criminal records or pending cases.

### **Key Performance Areas:**

- Law enforcement and enforcement of municipal bylaws
- Co-ordinate specific activities associated with controlling traffic flow and public safety.
- Traffic control and escorting
- Perform point duties, process warrants of arrest and perform other traffic related duties.
- Communicate with the control room and attending to traffic bottlenecks caused through accidents, breakdowns, or peak hour congestion.
- Use hand signals to communicate with drivers and pedestrians, directing diverting, stopping, and controlling traffic flow.
- Interacting with the control room for specific services
- Patrol and communicate with the offenders and interacting with the control room of south Africa police services to facilitate arrest for more serious offences.

- Participate in routine checks, stop vehicles, and conduct inspection of driver's licences, vehicle registration and roadworthiness requirements and attend to specific infringements of road safety rules.
- Issue fines, warnings and summons on offenders and execute warrant of arrest.
- Perform any other functions as directed by chief traffic officer and supervisors.
- Communicating with control room through the two-way radio and attending to traffic bottlenecks caused through accidents, breakdowns, or peak hour congestion more especially on festive seasons.
- Setting up and operating speed timing devices, stopping offenders, and communicating an offence or providing the necessary evidence e.g. electronic recording of speed prior to issuing the fine/summon.
- Attending to documentation and notification procedures, serving of summons, compliance orders, executing of warrants of arrests and preparing statements.
- Attending courts and providing evidence in respect of the charges to defend actions.
- Monitors the local area and attends to specific security operations and acts on situations/behaviour deemed to be inappropriate or non-conforming.
- Patrolling and observing the streets and suburbs areas and identifying with non-conforming practises
- Acting on distress calls or information related to crime in progress, communicating with control room to establish location and details and executing specific policing sequences on the scene (crowd control, arrests, etc.)
- Communicating with an offender and or interacting with control room or SAPS/EMRS/FIRE to facilitate arrest for more serious offences.
- Data capturing (all the infringements)
- Assist pound master/ rangers impounding cattle on the public road.
- Completes specific reports, statutory documentation, and registers.
- Recording statements of witnesses and offenders or completing details of traffic and other related offences/contraventions prior to issuing fines
- Updating the occurrence book inserting details of incidents and activities attended to Completing procedural documentation (vehicle Log sheet, time sheets, statements, inspection checklist) inserting appropriate details.
- As per legislation in terms of requirements of Road Traffic Act93/96.
- Use of hand signals to communicate with drivers and pedestrians, directing, diverting, stopping, and controlling the traffic flow.
- Basic examiners duties and other traffic section related duties when required by the supervisor.
- Carry out any other lawful duties as instructed by the superior

*Please note : If you qualify as per the above requirement, please send your filled application form, your application letter, comprehensive CV, Certified copies of Academic Qualifications, Certified copy of Driving License and Certified copy of ID:*

**The Municipal Manager  
Nquthu Municipality  
Private Bag X 5521  
NQUTHU  
3135**

OR

**Hand Delivery on:  
Lot 83 Mdlalose Street  
Office No. 28  
NQUTHU  
3135**

**CLOSING DATE: 30 OCTOBER 2025**

The candidate will be required to disclose all financial interests. Successfully candidate is required to sign the Contract of Employment and a Performance Agreement. Candidate will be subjected to security vetting. Canvassing with councillors or officials in respect of these positions will lead to disqualification of the applicants. The municipality is committed to the implementation of Its Employment Equity Plan, appropriately qualifying women are encouraged to apply.

Enquiries should be directed to the Director: Corporate & Community Service (Mrs. KC Shabalala) on 034- 271 6115.

If an applicant does not hear from the municipality within 30 days from the closing date, he/she should consider the application as having been unsuccessful.

**MB JIYANE**  
**MUNICIPAL MANAGER**  
**NQUTHU LOCAL MUNICIPALITY**

**Municipal Manager's Approval:**

Approved	Yes	No
	<input checked="" type="checkbox"/>	

Signed:  Date: 08/10/2025



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## APPLICATION FORM FOR EMPLOYMENT

### TERMS AND CONDITIONS

1. The purpose of this form is to assist a municipality in selecting suitable candidates for an advertised post.
2. This form must be completed in full, accurately and legibly. All substantial information relevant to a candidate must be provided in this form. Any additional information may be provided on the CV.
3. Candidates shortlisted for interviews may be requested to furnish additional information that will assist municipalities to expedite recruitment and selection processes.
4. All information received will be treated with strictly confidentiality and will not be used for any other purpose than to assess the suitability of the applicant.
5. This form is designed to assist municipality with the recruitment, selection and appointment of its employees.

<b>A. DETAILS OF THE ADVERTISED POST</b> (as reflected in the advert)	
Advertised post applying for	
Reference number	
Name of Municipality	
Notice service period	

<b>B. PERSONAL DETAILS</b>				
Surname				
First Names				
ID or Passport Number				
Race	African	Coloured	Indian	White
Gender			Female	Male
Do you have a disability?			Yes	No
If yes, elaborate				
Are you a South African citizen?			Yes	No

If no, what is your Nationality?			
Work Permit Number (if any):			
Do you hold a professional membership with any professional body? If yes, provide information below:	Yes	No	
Professional Body:	Membership Number:	Expiry date:	
Outcome/ Judgment			

<b>C. CONTACT DETAILS</b>			
Preferred language for correspondence?			
Telephone number during office hours			
Preferred method for correspondence? (mark with an X)	Post	Email	Fax
Correspondence contact details (in terms of above)			

<b>D. QUALIFICATIONS</b> (Additional information may be provided on your CV)			
Name Of School / Technical College	Highest Qualification Obtained	Year Obtained	
Name of Institution	Name of Qualification NQF Level	NQF Level	Year Obtained

<b>E. WORK EXPERIENCE</b> (Additional information may be provided on your CV)						
Employer (starting with the most recent)	Position	From		To		Reason for leaving
		MM	YY	MM	YY	
If you were previously employed in Local Government, indicate whether any condition exists that prevents your re-employment:				Yes		No
If yes, provide the name of the previous employing municipality:						

<b>F. DISCIPLINARY RECORD</b>		
Have you been dismissed for misconduct on or after 5 July 2011?	Yes	No
If yes, Name of Municipality / Institution:		
Type of a misconduct/ Transgression		
Date of resignation/ Disciplinary case finalized		
Award/ Sanction		
Did you resign from your job on or after 5 July 2011 pending finalization of the disciplinary proceedings? If yes, provide details on a separate sheet.	Yes	No

<b>G. CRIMINAL RECORD</b>		
Were you convicted of a criminal offence involving financial misconduct, fraud or corruption on or after 5 July 2011? If yes, provide details on a separate sheet.	Yes	No
If yes, type of criminal act		
Date criminal case finalized		
Outcome/ Judgment		

<b>H. REFERENCE</b>				
Name of Referee	Relationship	Tel (office hours)	Cellphone Number	Email

<b>I. DECLARATION</b>	
I hereby declare that all the information provided in this application and any attachments in support thereof is to the best of my knowledge true and correct. I understand that any misrepresentation or failure to disclose any information may lead to my disqualification or termination of my employment contract, if appointed.	
Signature:	Date: