



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

DEPARTMENT: CORPORATE & COMMUNITY SERVICES

Position : **Traffic Warden (Internal Advertisement)**
Reference No. : **MCKZ242CORP043**
Task Grade : **07**
Salary : **R 196 887.80 per annum, plus Benefits such as Medical Aid, Pension Fund, and 13th Cheque**
Type of Contract : **Permanent**
Place of work : **Nquthu Local Municipality boundaries**

Key Requirements:

- Grade 12.
- Certificate: Traffic Warden/ Diploma: Policing/ Public Management or relevant NQF Level 6 qualifications.
- Ability to communicate in both isiZulu and English.
- Code B Driving Licence.
- Code EC/ A Driving Licence will be an added advantage.
- Minimum of 1 years relevant experience
- Problem solving skills, writing skills.
- Traceable experience in the traffic department.
- No criminal record or pending cases.
- Be physically fit and able bodied.
- Applicants must not be older than 35 years.

Key Performance Areas:

- Enforcing law and regulations
- Control of municipal CBD parking's
- Communicate with the control room and attend to traffic bottlenecks caused through accidents, breakdown or peak hour congestion
- Use hand signals to communicate with drivers and pedestrians while directing, diverting and stopping traffic flow
- Interact with the control room for specific services (breakdown, fire, etc.) to remove obstacles or contain specific disasters to facilitate traffic flow
- Perform routine checks, receive instructions from the immediate supervisor on they set up sequences and undertake the placing and removal of markers and signage
- Diverting and guiding drivers towards the inspection points using hand signals
- Enforce all the municipal bylaws as gazetted
- Control traffic and escort vehicles
- Perform point duties and foot patrol randomly
- Data Capturing
- Process warrants of arrest and perform other traffic and planning department related duties.
- Issue section 341

- Attend court cases.
- Issues contravention notices and penalties as per bylaws and national building regulations
- Provide support & Protection to development enforcement programs.
- Awareness campaigns conducts
- 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: 22 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
	✓	

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.

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

B. PERSONAL DETAILS				
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			

C. CONTACT DETAILS			
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)			

D. QUALIFICATIONS (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

E. WORK EXPERIENCE (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:						

F. DISCIPLINARY RECORD		
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

G. CRIMINAL RECORD		
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		

H. REFERENCE				
Name of Referee	Relationship	Tel (office hours)	Cellphone Number	Email

I. DECLARATION	
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: