



**DIRECTORATE: COMMUNITY SERVICES
DIVISION: PROTECTION SERVICES
SECTION: TRAFFIC**

EXTERNAL NOTICE NR: 2/2026

X2 TRAFFIC OFFICERS

1. Ref Nr: WC0530918 – Verk 28
2. Ref Nr: WC0530920 – Verk 29

Salary : T9: R20.577.64 to R 26.711.66 pm - R246.931.72 – R320.539.91 pa
(Subject to Task Job Evaluation).

Additional Service Benefits : Medical Aid, Pension, Housing Allowance (Subject to prescribed requirements), 13th Cheque and Group Life Insurance

JOB PURPOSE:

To perform activities/ tasks associated with the provision of a traffic and community policing service by monitoring and attending to situations associated with minimizing traffic congestion or offences committed causing inconvenience and risk to public safety, enforcing compliance and supporting emergency and rescue personnel during major disasters in order to ensure any risk to public safety or contravention to traffic regulations and specific by-laws identified and corrective/ compliance measures enforced on offenders.

MINIMUM REQUIREMENTS and EXPERIENCE:

Grade 12; Basic traffic training qualification attained; Code EB Drivers license; No criminal record; and Firearm proficiency. With 2 - 5 years' relevant experience.

COMPETENCIES: MSR Page 731 – Level 2

Core Professional Competencies: Negotiation 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

KEY PERFORMANCE AREAS:

- Co-ordinates specific activities associated with controlling traffic flow and public safety
- Enforces specific by-laws, road traffic and safety regulations
- Monitors the local area and acts on situations/ behaviour deemed to be inappropriate or non-conforming
- Co-ordinates and controls the application of procedures associated with the driver testing and registration or licensing
- Authorises conversion or renewal of driver's and PrDP licenses
- Examine vehicles
- Attends to specific administrative recording and recordkeeping sequences
- Responsible for the checking of all equipment to determine any defaults and the checking of inventory to determine if there are any materials needed
- Handles public queries and enquiries
- Administer the issuing of summons and notices
- Controls traffic for funeral, school patrol, accident or other purposes
- Performs driver activities using a vehicle
- Provides assistance with administrative duties to ensure the smooth operation of the traffic division
- Occupational Health and Safety
- Perform any other related duties as instructed by supervisor

Job Related Enquiries: Mr. Mr. M LAWRENCE – 023-4148100/ 8166/8160

General HR Enquiries: Adriaan Duimpies – 023-4147549, Pablo Mokoaleli - 023 4148197

INSTRUCTIONS TO APPLICANTS

Applicants must submit a formal application form with all fields completed and a comprehensive CV, certified copies (not older than 6 months) of relevant qualifications, identity document and driver's license, if applicable. Applications must be submitted **electronically** preferably as one PDF document to: erecruit@beaufortwestmun.co.za and can be **hand delivered** at the office of the acting municipal manager at 112 Donkinstreet, Midtown, Beaufort West, 6970.

Application forms can be obtained from the Municipal website, www.beaufortwestmun.co.za and must reach the Human Resource Department on or before Friday, **30 January 2026 at 12:00**.

Applicants must clearly state the reference number and position title in the subject line of the email. Applicants are required to complete the application form in full.

Disqualification: Please note that the following will lead to disqualification:

Not using the formal application form.

Non-submission of required documents or submission of fraudulent documents.

Canvassing with Councilors and/or officials with the aim to be appointed.

Non-adherence to the instructions on the advertisement.

NB: Please note, where necessary, shortlisted candidates will be subjected to a screening and vetting process. By applying for this position, candidates agree to background checks being performed which will include reference and other relevant checks.

The Municipality reserves the right not to make an appointment, amend or revise salary and job description content.

Should you not hear from us within 3 months of the closing date, kindly regard your application as being unsuccessful.

Beaufort West Municipality is an equal opportunity employer which subscribes to the principle of affirmative action and Employment Equity. Preference will be given to applicants from the designated or under-represented groups.

The appointment will be subject to the need for signing of an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest. A 6 month probation period is applicable.

CLOSING DATE: FRIDAY 30 January 2026 at 12H00

**BS Jacobs
ACTING MUNICIPAL MANAGER**

5 January 2026