



OFFICE OF THE MUNICIPAL MANAGER
12 Maclean Street
Private Bag X4002, Stutterheim, 4930
Tel: 043 683 5024 Fax: 043 683 1127
Website: www.amahlathi.gov.za

EXTERNAL ADVERTISEMENT
Notice No 15/2024

The Amahlathi Local Municipality is a category B (Grade 3) Municipality established in terms of the Municipal Structure Act. It encompasses towns of Stutterheim, Cathcart, Keiskammahoek, Kei Road and a number of surrounding rural areas. The municipality is looking for high-calibre, trend-setting strategists who are visionary, inspirational, customer centred and suitably qualified to fill the following positions:

COMMUNITY SERVICES DEPARTMENT

TRAFFIC OFFICERS X4

[TASK Grade 09]

[Salary Scale: R 234 966 – R 304 992 per annum excluding benefits]

MINIMUM REQUIREMENTS:

- Matric plus Traffic Officer's Diploma
- A minimum of 1-2 years' experience in the relevant field, with firearm proficiency.
- Must be registered as a Traffic Officer in terms of National Road Traffic Act 93 of 1996;
- A valid Driver's License (Code B) is a prerequisite.

KEY PERFORMANCE AREAS:

- Communicating with Senior traffic officers and attend to traffic bottlenecks caused through accidents, breakdown congestion and move vehicles obstructing traffic flow.
- Conducting scholar patrol functions and interacting with members of the public, schools, taxi associations and educating them on the rules and regulations of the road.
- Attending to accidents and securing the scene, identifying vehicles involved and ascertaining the nature of accidents.
- Patrolling, observing the streets and identifying with non-conforming practices.
- Acting on distress calls or information related to crime in process to establish location and details and executing specific policing sequences on the scene.
- Participating in routine checks and setting up and operating speed prosecution devices.
- Stopping vehicles to conduct inspection of driver licenses, vehicle registration and roadworthiness.
- Issuing of summons, compliance orders, executing warrants of arrests and preparing statements.
- Completing and submitting case files to facilitate prosecution and attending and defending specific action in the court of law.
- Submitting and testifying in court to protect the evidence of the case in question and assisting to safeguard the apprehended person during court cases.

- Providing support with ministerial and dignitaries escorts, security
- Recording the statements of witnesses and offenders and completing details of traffic offences prior to issuing the fines.
- Updating the occurrence book inserting details of incidents and activities attended to.
- Completing procedural documentation such as vehicles log sheets, time sheet, statements, inspection checklist inserting the appropriate details.

The Amahlathi Municipality is an equal opportunity employer and thus in terms of its approved Employment Equity Plan, persons from previously disadvantaged groups will be given preference Coloured male, African female/male.

OFFICE OF THE MUNICIPAL MANAGER
COMMUNICATIONS AND BRANDING OFFICER
[TASK Grade 09]

[Salary Scale: R 234 966— R 304 992 per annum excluding benefits]

MINIMUM REQUIREMENTS:

- Matric plus National Diploma in Communications, Marketing, Journalism, Public Relations or equivalent qualification at NQF Level 6;
- Bachelor's Degree (at NQF Level 7) on the aforementioned qualifications will be an added advantage;
- Minimum of 2-4 years' experience in the field of marketing, communications and/or public relations (design of marketing material, newsletters, and the creation and management of corporate branding);
- A valid Driver's License is a prerequisite.

KEY PERFORMANCE AREAS:

- Contributing towards drafting of a Communications strategy and communication action plan.
- Implementation of a communication strategy and a communication plan.
- Communicating the municipality calendar of events including events of other public bodies.
- Drafting a crisis communication plan during disaster
- Drafting of internal communique. Coordinating outside Broadcasts for municipal events.
- Crafting Public relations Content for approval by superior.
- Profiling events through Photography and Videography for creation of audio visuals and publications.
- Prepares for the sitting of the Local Communicators Forum.
- Uploading and updating website content with relevant information.
- Creating response systems for inquiries, identifying relevant employees and liaising with the departments in sourcing responses.
- Ensuring uploading of information in accordance to Municipal Finance Management Act calendar.
- Implementing corporate digital and social media efforts and support activities of departments within the municipality.
- Collating content aimed at informing communities about service delivery and continually increasing participation of social media activists/users.
- Maintaining a high standard of credibility and on-line reputation enhancement.
- Analysing, reviewing and reporting on effectiveness with the aim maximizing results. Creating and constantly updating media database.

Budgeting and Financial Reporting Accountant, Communications Officer & Town Planning Officer-Internal Advert

- Monitoring media coverage /content in preparation for drafting responses by superior.
- Facilitating media interviews for key communication messengers. Facilitating official media briefings.
- Drafting public relations communique.
- Writing press releases and channelling media enquiries.
- Preparing reports in line with developed work-plans of the section for accountability.
- Perform any other duties attached to the post.

FRINGE BENEFITS

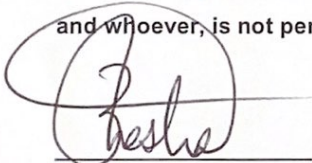
- Membership of Medical Aid, Pension, Provident or Retirement Fund.
- Annual Leave, in accordance with the standard leave regulations.
- 13th Cheque after completion of one year service.

Interested persons should fill the application forms that are available at the Amahlathi Offices and website www.amahlathi.gov.za. The covering letter and detailed CV must be attached to the application forms together with certified copies of relevant certificates including ID, driver's License and submitted to: Amahlathi Local Municipality, Corporate Services Department, 14 Long Street, Stutterheim, or post applications to Private Bag X 4002, Stutterheim, 4930. For enquiries please contact **Ms T. Ndlamhlaba** at (043) 492 1268

Closing Date: **08 August 2024 @ 15h30**

Only short-listed candidates will be contacted and if you are not contacted within 30 days after the closing date, you may regard your application as unsuccessful. It must be noted that Amahlathi Local Municipality reserves the right to not appoint in this position.

NB: No faxed, e-mailed, incomplete and late applications will be considered. Canvassing with Councillors and whoever, is not permitted and proof thereof will result in disqualification.



**Dr. Z SHASHA
MUNICIPAL MANAGER**