

PHYSICAL ADDRESS
PORT ST. JOHNS LOCAL MUNICIPALITY
ERF 257 MAIN ROAD
PORT ST. JOHN'S

POSTAL ADDRESS:
P.O. BOX 2
PORT ST. JOHN'S
5120



TEL: 047 564 1208
047 564 6700

FAX: 047 564 1206

www.psjmunicipality.gov.za
info@psjmunicipality.gov.za

INTERNAL ADVERTISEMENT FOR VACANCY

The Port St Johns Local Municipality is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race and disability. Suitably qualified persons are hereby to apply for the following vacancies that will be in terms of the Employment Equity Plan for the municipality. People with disability are encouraged to apply.

- | | |
|---------------------|--|
| 1. POST NAME | : TRAFFIC OFFICER |
| DIRECTORATE | : COMMUNITY SERVICES DEPARTMENT |
| TASK GRADE | : 09 |
| BASIC SALARY | : R288 971.16 pa |

Job Purpose

Perform tasks associated with road safety, community policing and enforcing compliance through the implementation of regulations, policies and procedures in order to ensure maintenance of law and order.

Key Performance Areas

- Coordinates specific activities associated with controlling traffic flow and public safety.
- Attending accidents and securing the scene, identifying vehicles involved and ascertaining the nature of accidents, summoning for an ambulance where required, recording the details of the accidents for insurance claims/ any civil claims, conducting arrests when necessary.
- Monitors the local area and attends specific security operations and acts on situations/ behavior deemed to be inappropriate or non-conforming.
- Patrolling and observing the streets and suburban areas and identifying with non-conforming practices.
- Enforce specific laws, road traffic and safety regulations.
- Participating in routine checks and setting up and operating speed timing devices and, stopping vehicles and conducting inspection of driver licenses, vehicle registration and roadworthiness requirements and/or attending to specific infringement of road safety rules.
- Completing and submitting case files to facilitate prosecution and attending and defending specific actions in the court of law, including the issuing of summons.
- Submitting and testifying in court to protect the evidence of the case in question.
- Updating the occurrence book inserting details of incidents and activities attended to.
- Cleaning speed trapping equipment and firearm, dismantling and assembling components and testing functionality.

Minimum Requirements

- Grade 12
- Code B Driver's License
- Police Clearance Certificate
- Traffic Diploma from Accredited and Registered Traffic Colleges
- Firearms Competency Certificate
- No Criminal Records or pending cases
- Minimum of 2 years' experience as Traffic officer

2. POST NAME : DATA CAPTURER
DIRECTORAT : PUBLIC SAFETY MANAGER
TASK GRADE : 06
BASIC SALARY : R188 562.96 pa

Job Purpose

Preforms tasks associated with the capturing and maintenance of information for the complete and accurate capturing traffic files to the system in line with laid down policies and procedures.

Key Performance Areas

- Provides support to the traffic section in respect of specific clerical tasks associated with the data capturing activities;
- Checking the accuracy of details recorded on transactional documentation.
- Compiling statistical data to provide information to stakeholders pertaining to the various traffic fines.
- Performs specific clerical activities by updating files with current and relevant information pertaining to administrative and maintaining an appropriate filing system for the safekeeping of records
- Communicating with relevant personnel within the section for information sharing and advice
- Liaising with all relevant stakeholders pertaining traffic fines information
- Updating register filing conducted in accordance with traffic management framework
- Maintaining procedural records and registers of inspections, incidents and providing details during internal assessments.

Minimum requirements

- Grade 12
- Certificate in Office Administration or equivalent
- One-year experience in the field

3. POST NAME : COMMUNICATIONS MANAGER & PUBLIC RELATIONS (PERMANENT)
DIRECTORATE : MUNICIPAL MANAGER'S OFFICE
TASK GRADE : 16
BASIC SALARY : R746 159.64 pa

Job purpose

Manages the key performance areas relating to communication processes and programs within the municipality in accordance with relevant legislation, policies and procedures.

Key Performance Areas

- Developing communications plans aligned with the IDP of the municipality.
- Researching and developing policy options, in consultation with relevant stakeholders.
- Overseeing the development and production of high quality, informative, and interesting graphic designs to successfully communicate the key message and branding of the municipality.
- Assessing the effective of policies and control mechanisms of the section.
- Leading advertising functions relating to community relations, outreach and public information.
- Directing marketing and public relations strategies, processes and programs within the municipality to the benefit of all stakeholders.

Minimum Requirements

- Grade 12
- National Diploma or Degree in Public Relations Management/ Public Administration
- Code EB Driver's License
- Registration to a relevant Professional Body as an added advantage
- Four (5 years' relevant experience

4. POST NAME	: EAP/ OHS PRACTITIONER
DIRECTORATE	: CORPORATE SERVICES
TASK GRADE	:12
BASIC SALARY	: R453 456.4 24

Job Purpose

Coordinates the implementation of the Employee Assistance Programs (EAP) and Occupational Health and Safety (OHS) strategy in order to ensure that the IDP and SDBIO objectives are achieved.

Key Performance Areas

- Demonstrate competences from level 1 and promotes awareness of the municipality wellness policy.
- Conducting roadshows in collaboration with the external departments regarding awareness on chronic illness within the Municipality.
- Providing individual counselling session and ensuring the creation of a conducive working environment for all employees.
- Proving employees with advice and guidance on the management of personal problems that have the potential to cause an unwanted interference with job performance and employee wellness.
- Coordinating wellness programs through awareness, sports and recreational activities with other municipalities and other external stakeholders.
- Meeting with affected employees and interpreting the nature of the assistance require on a case-by-case basis through basic psychometric tests/ consultations.

Minimum Requirements

- Grade 12
- National Diploma in Occupational Health and Safety Management or Nursing Certificate
- Code 8 driving License
- 3 years' relevant experience

5. POST NAME : GENERAL WORKER X 1
DIRECTORATE : COMMUNITY SERVICES DEPARTMENT
TASK GRADE : 03
BASIC SALARY : R148 762.80 pa

Job Purpose

Performs activities associated with collection and offloading of waste from residential and business of service delivery premises to disposal sites in order to ensure that laid down instructions supporting acceptable standards.

Key Performance Areas

Performs cleaning operations and maintains the cleanliness of designated areas. Cleans equipment and attends to the storage and care of tools. Communicates and reports activities associated with cleaning services.

Minimum Requirements

- Grade 10
- Role required to perform the duties of the post competently
- 06 months' experience

6. POST NAME : ADMINISTRATION CLERK MAYORS' OFFICE
DIRECTORATE : MUNICIPAL MANAGER'S OFFICE
TASK GRADE : 06
BASIC SALARY : R188 562.72 pa

Job Purpose

Provide support with the administrative task associated with the processing and updating of information in the office of the mayor to ensure effective administration is provided.

Key Performance Areas

- Information processing/Update: Receiving and verifying information recorded on requisition from Relevant department and interacting with relevant departments/ call centre or complaint on outstanding/incomplete documentation and information.
- Progress Reports: Receive draft reports from various departments and forward them to intermediate supervisor for further processing and approval. Filing copies of approved reports and forward originals to relevant departments for further processing and sharing with stakeholders as instructed by immediate supervisor. Keeping records of incoming and outgoing draft and approved reports in correspondence register.
- General Administration: Attends to specific administrative associated with record keeping and query resolution by controlling records pertaining to the ordering, receiving and issuing stationery and associated office consumable to immediate supervisor.
- Receiving and processing substantive and travel claims for eligible EXCO members for submission to relevant office.
- Responding to phone calls, visitors and directs them to the relevant municipal officials within the Municipal Managers office.

Minimum requirements

- Grade 12
- Computer Literacy
- One-year Administration Certificate
- One-year experience in the field

Applications must be submitted on the Port St Johns Local Municipality's Application form for Employment. All applications should be accompanied by a detailed curriculum vitae (CV), certified copies of qualifications and must be submitted for the attention of the Senior Manager Corporate Services to the following address/es: Port St Johns Local Municipality. P.O Box 2, Port St Johns, 5120 or hand delivery to Erf. 257 Main Street, Port St Johns 5120



Enquiries relating to the above should be directed to HR Manager Contact details : 076 976

2491, zmangqo@psjmunipality.gov.za

NB: IN CASE THE MUNICIPALITY IS UNABLE TO FIND SUITABLE CANDIDATES IT RESERVES THE RIGHT NOT TO CONTINUE WITH THE SELECTION PROCESS AND TO RE- ADVERTISE THE POSITION.

- Shortlisted candidates will have to find suitable candidates; it reserves the right not to continue with the selection process and to re-advertise the position.
- Applicants with foreign acquired qualification need to submit (South African Qualifications Authority) SAQA verification letter for their qualifications on application.

CLOSING DATE FOR APPLICATIONS: 16/10/2026



M. NGXEKANA
ACTING MUNICIPAL MANAGER.