

EXTERNAL CIRCULATION

DIRECTORATE: COMMUNITY SERVICES

POST DESIGNATION: LAW ENFORCEMENT OFFICER

PERMANENT APPOINTMENT

WC441118

REFERENCE: COMMT8 03/09/2023

Salary : R 224 076 – R 290 856 per annum T8
Additional Service Benefits : Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

MINIMUM REQUIREMENTS:

- Grade 12
- Basic training qualification attained.
- Code EB Driver's license
- No criminal record
- Firearm proficiency
- 2-5 years relevant experience
- Required to work shift

COMPETENCIES:

- **Core Professional Competencies** - Community and Customer Focus, Problem Solving, 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:

- To ensure that all By-Laws and Regulations are enforced and upheld in the municipal area.
- To ensure that all hawkers are regulated, monitored, and complies with all license conditions.
- To ensure that all hawkers adhere to the municipal by-laws applicable to the regulating of Hawkers
- To ensure the safety and security of the public
- To ensure that GIPTN busses, property, infrastructure and personnel / dignitaries and public are always protected.
- To ensure the safety of municipal installations and property.
- To ensure that controlling measures are instituted during emergency situations.
- To ensure that specialized tasks are carried out professionally in the provision of protective services.
- To ensure that the beaches are safe for public use and that remedial action is taken in specific circumstances.
- To ensure that stray animals causing a nuisance are removed and impounded.
- To ensure that Officers are equipped to engage successfully in various situations the post is faced with.

- To emphasize the mental strength and professional capabilities the incumbent must possess to function efficiently as a Law Enforcement Officer
- To ensure that administrative processes are dealt with effectively and efficiently.
- To provide assistance during any disaster situation with the George Municipal Area
- To ensure that all goods confiscated is accounted for and booked in for safe keeping, and that record is kept of all items confiscated for possible court proceedings.
- To ensure that inspections are carried out on illegal activities in the municipal areas.
- To ensure that conflict situations are dealt with in a professional manner to find amicable solutions in diffusing the situation.

SPECIAL CONDITIONS ATTACHED TO THE POST

- Work in adverse weather conditions
- Must be willing to work stand-by or after normal office hours.
- Must accept life threatening or dangerous situations from time to time.
- May be exposed to contractible diseases.
- Possible risk of personal litigation
- Required to patrol, establish static surveillance and attend to complaints in various hazardous, unit areas at all hours e.g cemeteries, dump sites, construction sites, unrest areas etc
- Must not have a criminal record.
- Must have good public relations, be disciplined and able to communicate by radio.
- Must be able to function under pressure.
- Must have outstanding negotiating skills.
- Ability to carry out riot and crowd control.
- Ability to function in group or exercise discretion when functioning in isolation.
- Must obtain a fair knowledge of the municipal by-laws.
- Must have the ability to understand instructions and carry it out.
- Must have good inter-personal and public relation skills.
- Ability to communicate at least two of the official languages of Western Cape

ENQUIRIES: MR R VON WILLINGH (044 – 801 6367)

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 recruitment@george.gov.za. Application forms can be obtained from the Municipal website, www.george.gov.za and must reach the Human Resource Department on or before **29 September 2023** at 12:00pm. **Applicants must clearly state the reference number and position title in the subject line of the email.**

Only electronic applications will be accepted.

Disqualification:

Please note that the following will lead to disqualification:

Non-submission of required documents or submission of fraudulent documents.
 Canvassing of Councillors and/or officials.
 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.

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

George 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/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.

CLOSING DATE: 29 September 2023

SIJIKELEZISWA NGAPHAKATHI

ICANDELO LOLAWULO: IINKONZO ZOLUNTU

IGAMA LESITHUBA: IGOSA LONYANZELISO LOMTHETHO X2

UKUQESHWA NGOKUSISIGXINA

WC441111 & WC441118

IREFERENSI: COMMT8 03/09/2023

Umvuzo : R224 076 – R 290 856 164 628 – R 213 696 ngonyaka T8

Iinzuzo ezongezelelweyo zeNkonzo : Uncedo loNyango, Umhlala phantsi, Isibonelelo seZindlu /sokuQesha (ngokuxhomekeke kwiimfuneko ezimiseliweyo), Itshekhi ye-13 kunye ne -Inshurensi yoBomi beQela.

IIMFUNENGO EZINCINANE:

- IBanga le-12
- Isiqinisekiso soqeqesho olusisiseko esifunyenweyo.
- Ikhawulo EB yePhepha-mvume lokuqhuba
- Akukho ngxelo yolwaphulo-mthetho
- Ukukwazi ukusebenzisa imipu
- 2-5 iminyaka yamava afanelekileyo

UBUCHULE:

- **Ubuchule ObunguNdoqo boBungcali** – Ukugxila kuLuNtu nakubathengi, Ukusombulula Inxaki, Uthethathethwano kunye nefuthe, Ukomela, Unxibelelwano,indlela zokuziphatha okusesikweni kunye nobungcali
- **Ubuchule bokuSebenza** – Ukujikeleza, Unyanzeliso kunye nokuPhendula ngokukhawuleza
- **Ubuchule bokuqhelaniswa neNkonzo zoLuNtu** – Ubudlelwane phakathi kwabantu, Unxibelelwano, Ukuqhelaniswa nonikezelo lweenkonzo, Uqhelaniso lwabathengi kunye nokugxila kubathengi
- **Ubuchule bomNtu** - Ukuqhelaniswa neNyathelo kunye neziphumo, ukomelela, Ukulungela inguqu, Isakhono sokuqonda, Ukuziqhelanisa nokufunda
- **Ubuchule boLawulo/ bobuNkokheli**- Ukuqhelaniswa neQela, ukubeka umkhomba ndlela, Ukuqeqesha kunye nokuthantamisa, Impembelelo nefuthe,

IINDAWO EZINGUNDOQO ZOKUSEBENZA

- Ukuqinisekisa ukuba yonke imithetho kaMasipala kunye neMimiselo iyanyanzeliswa kwaye iyagcinwa kummandla kamasipala.
- Ukuqinisekisa ukuba bonke abathengisi esitratweni bayalawulwa, babekwe esweni, kwaye bayayithobela yonke imiqathango yephepha-mvume.
- Ukuqinisekisa ukuba bonke abathengisi esitratweni bayayithobela imithetho kamasipala esebenza kulawulo lwabaThengisi esitratweni.
- Ukuqinisekisa ukhuselo nokhuseleko loLuNtu
- Ukuqinisekisa ukuba iibhasi zeGIPTN, ipropati, iziseko ezingundoqo nabasebenzi/izihandiba noluNtu zihlala zikhuselekile.
- Ukuqinisekisa ngokhuseleko lofakelo kunye nepropati kamasipala.
- Ukuqinisekisa ukuba amanyathelo olawulo ayamiseliwa ngexesha leemeko zoxunguphalo
- Ukuqinisekisa ukuba imisebenzi eyodwa yenziwa ngobuchule ekuboneleleni ngeenkonzo zokukhusela

- Ukuqinisekisa ukuba amanxweme akhuselekile ukuba asetyenziswe luluNtu kunye nokuba amanyathelo okulungisa ayathatyathwa kwiimeko ezithile.
- Ukuqinisekisa ukuba izilwanyana ezilahlekileyo ezidala inkathazo ziyasuswa kwaye zivalelwe.
- Ukuqinisekisa ukuba amaGosa axhotyisiwe ukuze asebenze ngempumelelo kwiimeko ezahlukeneyo esijongene nazo isithuba.
- Ukugxininisa amandla engqondo kunye nobuchule bokwenza umsebenzi ekumele umgqatwa abe nawo ukusebenza ngokufanelekileyo njengeGosa loNyanzeliso loMthetho
- Ukuqinisekisa ukuba iinkqubo zolawulo zisetyenzwa ngokufanelekileyo nangempumelelo.
- Ukubonelela ngoncedo kuyo nayiphi na imeko yentlekele kuMmandla kaMasipala waseGeorge
- Ukuqinisekisa ukuba zonke iimpahla ezithinjweyo kuyaphendulwa ngazo kwaye zibhukishiwe ukuba zigcinwe ngokukhuselekileyo, kwaye loo ngxelo igciniwe yazo zonke izinto ezithinjweyo malunga neenkqubo zenkundla ezinokubakho.
- Ukuqinisekisa ukuba uhlolo luyenziwa kwimisebenzi engekho mthethweni kwimimandla kamasipala.
- Ukuqinisekisa ukuba iimeko zongqzulwano kujongwana nazo ngendlela echubekileyo ukuze kufunyanwe izisombululo zoxolo ekuthomalaliseni imeko.

IMIQATHANGO EYODWA EQHOTYOSHELWE KWISIKHUNDLA

- Ukusebenza kwiimeko zemozulu ezimbi
- Kufuneka uzimisele ukusebenza ngokuhlala ulindle okanye emva kweeyure zomsebenzi eziqhelekileyo.
- Kufuneka wamkele iimeko ezibeka ubomi esichengeni okanye eziyingozi amaxesha ngamaxesha.
- Unokuba sesichengeni sezifo ezosulelayo.
- Umngcipheko onokwenzeka wokumangalelana
- Kufunwa ukuba ujikeleze, useke ucupho olungaguqukiyo kunye nokuhoya izikhalazo kwiindawo ngeendawo ezinobungozi, kwiindawo zeyunithi ngamaxesha onke umz. amangcwaba, iziza zokulahla inkunkuma, iziza zokwakha, iindawo zodushe njl njl.
- Kufuneka ungabinangxelo yolwaphulo-mthetho.
- Kufuneka ube nobudlelwane obuhle noluNtu, ube nembeko kwaye ukwazi ukunxibelelana ngononathotholo.
- Kufuneka ukwazi ukusebenza phantsi koxinzelelo.
- Kufuneka ube nezakhono ezibalaseleyo zokuthethathethana.
- Ukukwazi ukulawula uqhushululu nabantu abaninzi.
- Ukukwazi ukusebenza kwiqela okanye ukusebenzisa ingqiqo xa usebenza wedwa.
- Kufuneka ufumane ulwazi olufanelekileyo ngemithetho kamasipala.
- Kufuneka ube namandla okuqonda imiyalelo kunye nokuyenza.
- Kufuneka ube nezakhono ezilungileyo phakathi kwabantu kunye noluNtu.
- Ukukwazi ukunxibelelana ubuncinane kwiilwimi ezimbini ezisemthethweni zaseNtshona Koloni

IMIBUZO: MNU R VON WILLINGH (044 – 801 6367)

IMIYALELO KUBAFAKI- SICELO

Abafaki -zicelo kufuneka bangenise ifomu yesicelo esemthethweni egcwaliswe onke amacandelo kunye neCV ebanzi, iikopi eziqinisekisiweyo (ezingekho ngaphezu kweenyanga ezi-6 ubudala) zeziqinisekiso zemfundo, isazisi, kunye nephepha- mvume lokuqhuba, ukuba kufanelekile. Izicelo kufuneka zingeniswe **ngokufakwa kwikhompyutha** kusetyenziswa i-intanethi ngokukhethekileyo njengoxwebhu olunye lwePDF kwa-recruitment@george.gov.za. Ifomu zezicelo zingafunyanwa kwiwebhusayithi kaMasipala, www.george.gov.za kwaye kumele zifikelele kwiSebe lezaBasebenzi ngomhla okanye phambi komhla **29 eyo Msintsi 2023** ngeye-12:00 emini. **Abafaki-zicelo kumele bachaze**

ngokucacileyo inombolo yereferensi kunye negama lesikhundla kumgca wesihloko se-imeyili.

Zizicelo ezifakwe ngekhompyutha kusetyenziswa i-intanethi kuphela eziya kwamkelwa.

Ukuthintelwa

Nceda uqaphele ukuba oku kulandelayo kuya kukhokelela ekuthintelweni:

Ukungangeniswa kwamaxwebhu afunekayo okanye ukungeniswa kwamaxwebhu obuqhophololo.

Ukurhwetyeshwa kooCeba kunye /okanye amagosa.

Ukungathotyelwa kwemiyalelo ekwisibhengezo sentengiso

QAPHELA: Nceda uqaphele apho kuyimfuneko, abagqatswa abafakwe kuluhlu olufutshane baya kufakwa kwinkqubo yohlolo nophononongo lwemvelaphi. Ngokungenisa isicelo sesi sikhundla, abagqatswa bayavuma ukuba kwenziwe uphononongo lwemvelaphi.

UMasipala ugcine ilungelo lokungaqeshi.

Ukuba awukhange uve kuthi phakathi kweenyanga ezi-3 zomhla wokuvala, nceda uthathe ngokuba isicelo sakho asiphumelelanga.

UMasipala waseGeorge ngumqeshi onamathuba alinganayo ohambelananomthetho-siseko wenkqubo yokukhawulelana nabo babengenamalungelo ngaphambili kunye noLungelelwaniso kwiNgqesho. Ukhetho luya kunikezelwa kubafaki-zicelo abasuka kumaqela anyuliweyo/angamelwanga ngokwaneleyo

Ukuqeshwa kuya kuxhomekeka kwimfuneko yokusayinwa kwemvumelwano yengqesho kwaye, apho kufanelekileyo, isivumelwano sentsebenzo kunye nokubhengezwa kweenzuzo kunye nenzala.

UMHLA WOKUVALWA: 29 eyo Msintsi 2023