

# VACANCY VAKATURE



## **EXTERNAL CIRCULATION**

**DIRECTORATE: COMMUNITY SERVICES**  
**POST DESIGNATION: LAW ENFORCEMENT OFFICER X2- GEORGE**  
**(PERMANENT)**  
**WC0441111, WC0441125**  
**REFERENCE: 3195288**

Salary: R 224 076 – R 290 856 (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.  
Valid Driver's license  
No criminal record  
Firearm proficiency  
2 - 5 years relevant experience

### **PHYSICAL REQUIREMENTS**

Must be physically fit and able bodied.

### **PREFERRED REQUIREMENTS:**

Will be required to work shifts on a 24/7 rotational basis as per a shift roster.

### **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:**

Ensure that all By-Laws and Regulations are enforced and upheld in the municipal area.  
Ensure that all hawkers are regulated, monitored, and complies with all license conditions.  
Ensure that all hawkers adhere to the municipal by-laws applicable to the regulating of Hawkers.  
Ensure the safety and security of the public.  
Ensure that GIPTN busses, property, infrastructure and personnel / dignitaries and public are always protected.  
Ensure the safety of municipal installations and property.  
Ensure that controlling measures are instituted during emergency situations.  
Ensure that specialized tasks are carried out professionally in the provision of protective services.  
Ensure that the beaches are safe for public use and that remedial action is taken in specific circumstances.  
Ensure that stray animals causing a nuisance are removed and impounded.  
Ensure that Officers are equipped to engage successfully in various situations the post is faced with.  
Emphasize the mental strength and professional capabilities the incumbent must have to function efficiently as a Law Enforcement Officer.  
Ensure that administrative processes are dealt with effectively and efficiently.  
Provide assistance during any disaster situation with the George Municipal Area.

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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.  
Ensure that inspections are carried out on illegal activities in the municipal areas.  
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.

**PROBATION PERIOD:** 6 months

**ENQUIRIES:** R VON WILLINGH (044 801 6367)

## **INSTRUCTIONS TO APPLICANTS (Please read carefully)**

Applications must be submitted **electronically** on the E-recruitment site, which can be found on the George Municipality website, [www.george.gov.za](http://www.george.gov.za), under **Job Portal**. Applicants must register and apply online before **2024-07-10** at **16:30pm**.

### **Please Note the following when applying on the Portal:**

- Applicants must please ensure to follow the Assisting Guidelines that can be accessed on the website under Job Portal, before completing their online application.
- Applicants should check and verify their current status or the progression of their application, by referring to their "Inbox" tab on the Portal.
- Please ensure that all the information on your profile is correct and all the necessary documents are attached, prior to submitting your job application.

**Applicants must complete all the mandatory profile fields honestly and thoroughly. Please ensure the following documents are submitted under the correct field titles:**

- A comprehensive CV (Stipulating full employment history-title of position held, time periods and duties).
- All applications must be accompanied by certified copies (not older than 6 months), by a Commissioner of Oath.
- All relevant Qualifications and Identity document must accompany your application. Driver's license and registration with a professional body must accompany your application only if applicable.

**Only online applications will be accepted.**

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**The turnaround time for assistance with any portal related challenges is two (2) working days. Applicants are urged to register and apply well in advance.**

**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: 10 JULY 2024 AT 16:30PM**