

Ubuntu Municipality



NOTICE NUMBER: 02/2026

DIRECTORATE: CORPORATE AND COMMUNITY SERVICES

TRAFFIC OFFICER: EXAMINER OF VEHICLES & DRIVERS LICENCES

Ubuntu Local Municipality, with its Headquarters in Victoria West invites suitably qualified candidates to apply for the following vacant post. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

Salary: T10 Salary Scale

Abovementioned post offers the following benefits:

- 13th Cheque
- Pension fund benefits
- Medical aid fund benefits
- Leave and housing benefits
- Any other benefits as stipulated in the SALBC collective agreement.

Job Purpose

Co-ordinates tasks /activities with the examination, testing and issuing of learner and driving licenses and road and road worthiness certification through the application of laid down assessment and inspection procedures, attending to administrative reporting and recordkeeping requirements and guiding personnel with the execution of specific activities to ensure drivers and vehicles conform with the requirements of the Road Traffic Act and regulations contributing to the safety of all users.

KEY REQUIREMENTS

- Grade 12
- Basic Traffic/Law Enforcement Training Certificate (Recognized by the relevant authority)
- Grade A Examiner of Vehicles
- Grade A Examiner of Learners and Drivers licenses
- Valid Code EB driver`s license,
- No criminal record (Police Clearance)
- Proficiency in at least two of the official languages of the Northern Cape
- Computer Literacy
- Fireman proficiency

EXPERIENCE

- 5 to 8 years' experience as an examiner of Learners/ Drivers licenses and Examiner of Vehicles.

KEY PERFORMANCE AREAS:

- Coordinates and controls the application of procedures associated with the drivers testing and registration or licensing to ensure road safety is maintained through accurate and assessment, certification or licensing of applications, drivers and vehicle satisfying the minimum prescribed requirements.
- Attends to Specific administrative recordings and recordkeeping sequences to ensure the information, records and reports are organized, completed, submitted and / or maintained in accordance with the procedures and guidelines directing administrative outcomes.
- Inspects license and vehicle testing facilities in order to identify defects or need for replacements.
- Reports defects to Supervisor.
- Monitors availability of relevant documentation and informs supervisors of material requirements.
- Authorizes conversion or renewal of drivers and PRDP licenses in order to determine candidates' eligibility for drivers' license.
- Perform any other related duties as instructed by the Supervisor
- Perform Law Enforcement and implement bylaws.

SPECIAL CONDITIONS

- Candidates may undergo a physical fitness assessment and background checks.
- Require to wear uniform and PPE as prescribed.
- Must be willing to work irregular hours and respond to emergency callouts.

UNIFORM COMPETENCY FRAMEWORK: Include Traffic and Law Enforcement.

The official core competencies for an Inspector Traffic Law Enforcement -Level 3, as stipulated under Annexure A of the municipal Staff Regulations (Government Notice R890) promulgated in government

https://www.gov.za/sites/default/files/gcis_document/202109/45181gon890.pdf.

Please visit <https://www.gov.za/sites/default/files/gcis/202109/45181gon890.pdf> and read through headings below: According to Gazette level 2 competencies include the following categories and items.

Functional /Public Service Orientation Competencies	Core Professional Competencies	Personal Competencies	Management Leadership Competencies
<ul style="list-style-type: none"> • Patrol, Enforcement and Emergency Response • Interpersonal Relationships 	<ul style="list-style-type: none"> • Community and Customer Focus • Problem Solving • Negotiation and influencing 	<ul style="list-style-type: none"> • Action and Outcome Orientation • Resilienc 	<ul style="list-style-type: none"> • Team Orientation • Direction Setting • Coaching and Mentorin g

Communicati on <ul style="list-style-type: none"> • Client Orientation and Customer Focus 	<ul style="list-style-type: none"> • Resilience • Communication • Ethics and Professionalism 	e <ul style="list-style-type: none"> • Change Readiness • Cognitive Ability • Learning Orientation 	<ul style="list-style-type: none"> • Impact and Influence
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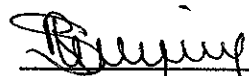
Interested persons are requested to forward completed application forms, which can be found on the website of Ubuntu Local Municipality at www.ubuntu.gov.za, or at all Ubuntu Municipal offices together with a comprehensive CV and certified copies of qualifications. For enquiries contact the Director Corporate Services, Ms. Nonceba Mkontwana at 053 6210 026.

Closing date: 05th March 2026

General information:

Ubuntu Municipality is committed to diversity, employment equity and the development of local communities. Preference will be given to suitable qualified candidates in line with Municipality's Employment Equity Plan.

- Please note by applying for this position, the candidate consents to verification checks of qualifications and criminal records.
- The appointment will be subjected to a rigorous evaluation process.
- The appointment will be subject to an initial probationary period of 6 (six) months after which the permanent confirmation of the appointment will be reconsidered
- Canvassing with Councilors or any other decision-maker/member of selection committee, is not permitted and proof thereof will result in disqualification of your application.
- NB: Applicants without required documents will not be considered. Applications can be emailed to recruitment@ubuntu.gov.za.
- If no reply to your application has been received within sixty (60) days of the closing date, you should consider your application as being unsuccessful.
- The Council reserves the right not to appoint.
- Correspondence will be limited to short-listed candidates.



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