



BITOU LOCAL MUNICIPALITY

(Bitou Municipality is inviting applications for the following vacancy from suitably qualified candidates. Preference will be given to residents before considering candidates outside the Bitou Municipal Area)

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| POSITION | INSPECTOR LAW ENFORCEMENT |
| DIRECTORATE | COMMUNITY SERVICES |
| DIVISION | LAW ENFORCEMENT SERVICES |
| SECTION | BY-LAW ENFORCEMENT & OPERATIONS |
| BASIC SALARY | R 251 432,17 – R 326 363,01 (T9) + MUNICIPAL BENEFITS |
| REF NO | Notice 398 of 2024 |

QUALIFICATIONS & EXPERIENCES: • Grade 12 • Basic training qualification • Peace Officers Certificate • 5-8 years relevant experience required of which 2-3 years must be supervisory experience.

REQUIREMENTS AND SKILLS: • Computer literacy (MS Office) • Communication skills in at least two of the three official languages of the Western Cape (read, write and speak) • Valid EB motor vehicle driver's license and be able to drive • Must be physically fit and able bodied • Good report-writing, presentation and facilitation skills • Ability to deal with and resolve conflict • Excellent negotiation skills • Firearm proficiency • No criminal record • Required to work shifts, outside normal office hours, on standby, during emergencies and planned overtime.

FUNCTIONS & RESPONSIBILITIES: • Performs activities/ tasks associated with maintaining law and order, safety and security through the application of laid down policing, protection, and rescue procedural applications • Monitors the local area and attends to specific security operations and acts on situations/ behavior deemed to be inappropriate or non-conforming • Arrest of offenders in terms of various crimes in accordance of applicable legislation • Enforce specific by-laws, road traffic and safety regulations • Undertakes specific activities during disasters/ emergencies and report potential risk and hazard situations • Completes specific reports, statutory documentation and registers • Controls workflow processes, supervision of staff and output levels of supporting personnel • Attends to the application of specific maintenance sequences with respect to equipment and vehicle. • Keep abreast of legislative changes and emerging trends within the Law Enforcement profession.

COMPETENCIES REQUIRED

CORE PROFESSIONAL COMPETENCIES

Community and Customer Focus: Identifies and takes action to deal with the issues and needs of different groups within the community.

Problem Solving: Uses an analytical approach to solve problems. Gathers information and ideas from outside to benefit the municipality.

Negotiation and Influencing: Tailors arguments to include the points that will have the most influence on the other matters involved.

Resilience: Maintain professional ethics when confronted with pressure from others.

Communication: Communicates in a way that is understandable and meaningful to everyone;

Ethics and Professionalism: Recognises potential conflicts of interest under applicable professional standards.

PUBLIC SERVICE ORIENTATION COMPETENCIES

Interpersonal Relationships: Acknowledge merits in others arguments and to incorporate in proposals

Communication: Structures written documents in a logical framework and respond to questions with accurate and complete answers.

Service Delivery Orientation: Understands and articulates community needs.

Client Orientation and Customer Focus: Understand a client's issues and seeks information about their current and future requirements.

Patrol, Enforcement and Emergency Response: Able to develop strategies and procedures for dealing with community support services

PERSONAL COMPETENCIES

Action and Outcome Orientation: Relentlessly pursues project objectives. Pushes self and motivates others for results

Resilience: Plans and initiates new ways forward.

Change Readiness: Promotes change as an opportunity rather than a threat and acts as a role model in mobilising team members towards change.

Cognitive Ability: Deals effectively with ambiguity and uncertainty. Probes deeply and considers consequences and risks attached to actions.

Learning Orientation: Remains abreast of changes in the industry. Promotes best practice.

MANAGEMENT / LEADERSHIP COMPETENCIES

Team Orientation: Fosters a strong sense of team belonging. Involves and empowers team in setting and achieving goals.

Direction Setting: Sets out team goals providing clear sense of purpose.

Coaching and Mentoring: Has strong subject matter knowledge. Recognises the need for and provides individuals with guidance and direction on how to handle new or difficult situations;

Impact and Influence: Able to convince, persuade and influence others. Commands respect from peers and subordinates.

Work related enquiries can be directed to Chief Law Enforcement: Mr. S Vandala; svandala@plett.gov.za or on tell: 044 501 3262. For general enquiries contact Ms L Clark on telephone no: 044 501 3418.

Candidates must be willing to be subjected to an interview and competency assessment (Proficiency driving test) and must be aware that previous employers and references will be contacted and their qualifications, credit and criminal record will be verified. The candidates will be required to disclose all Financial Interests.

Application forms are available on the Bitou website (www.bitou.gov.za). A comprehensive CV, original copies of Identification documents, qualifications, and driver's license must accompany the application form and must be hand delivered/couriered to the Human Resources Section, Bitou Municipality, 1 Sewell Street, Plettenberg Bay or posted to Private Bag X1002; Plettenberg Bay; 6600.

Bitou Municipality is an equal opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply

Please Note:

1. **ONLY** hard-copy applications will be considered. **No** electronic or faxed applications will be accepted.
2. Please complete the Reference Checking Consent & Authorization Form which is available on the Municipality's Website. *(Compulsory)*
3. **NO LATE APPLICATIONS** will be considered. Canvassing of Councillors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.
4. **Preference** will be given to **woman**.

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ACTING MUNICIPAL MANAGER

CLOSING DATE: 31 October 2024@14H00

If you receive no feedback from us within 12 weeks after the closing date, please accept that your application was unsuccessful.

Bitou Municipality reserves the right not to make any appointment and to re-advertise before a shortlist is compiled.