



# **BITOU LOCAL MUNICIPALITY**

*Bitou Municipality is inviting applications for the following vacancy from suitably qualified candidates*

<b>POSITION</b>	<b>LAW ENFORCEMENT OFFICER</b>
<b>DEPARTMENT</b>	<b>COMMUNITY SERVICES</b>
<b>DIVISION</b>	<b>PUBLIC SAFETY</b>
<b>SECTION</b>	<b>LAW ENFORCEMENT: AERODROME AND RIVER SECURITY</b>
<b>BASIC SALARY</b>	<b>R 165 862.40 – R 215 297.96 (T7) + Municipal Benefits</b>
<b>REF NO</b>	<b>Notice 103 of 2021</b>

**QUALIFICATIONS & EXPERIENCES** • Grade 12 • Peace Officers Certificate (Accredited by the Institute of Traffic and Municipal Officers of Southern Africa) • 2 year relevant experience

**REQUIREMENTS AND SKILLS** Valid Driver's License and Skippers license • Computer literacy (MS Office) Communication skills in at least two of the three official languages of the Western Cape (read, write and speak) • Fire arm competency • Crowd control Management • Good human relations, interpersonal, organizational and communication skills. • High level of responsibility • Ability to work under pressure • Must be physically fit and able bodied • Ability to work after normal office hours, on standby, shifts, during emergencies and planned overtime.

**FUNCTIONS & RESPONSIBILITIES:** • Performs activities/ tasks associated with maintaining safety and security through the application of laid down policing, protection, and rescue procedures and attending to processes aimed at ensuring compliance with laws, by-laws and regulations • Provide aerodrome and river security services • Monitor car guards in various streets and parking areas around the CBD and Beaches areas • Performs specific control and monitoring sequences at official functions and providing security to guests/ dignitaries • Attends to documentation and notification procedures, serving of summons, compliance orders, executing warrants of arrest and preparing statements • Undertakes specific activities during disasters/emergency situation • Completes specific reports, statutory documentation and registers • Attends to the application of specific maintenance sequences with respect to equipment and vehicles • Keep abreast of latest legislative changes, developments and emerging trends in the profession

***Work related enquiries can be directed to the Chief Law enforcement: Mr S Vandala at email [svandala@plett.gov.za](mailto:svandala@plett.gov.za) or on tell: 044 – 501 3000.***

***For general enquiries contact Mr J Williams or Ms L Clark on telephone no: 044 5013418.***

Candidates must be willing to be subjected to an interview and competency assessment 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](http://www.bitou.gov.za)). A comprehensive CV, original certified copies of Identification documents, qualifications, and driver's license must accompany the application form and must be posted /hand delivered to the Human Resources Section, Bitou Municipality, 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 take note:**

1. **ONLY** hard-copy applications will be considered. **No** electronic or faxed applications will be accepted.
2. **No late applications will be considered.** Canvassing of Councilors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.
3. Submit separate applications when applying for multiple posts and quote reference number.
4. **Preference will be given to local residents before considering candidates outside the Bitou Municipal Area**

**ADV LMR NGOQQ**  
**MUNICIPAL MANAGER**

**CLOSING DATE: 23 April 2021 @14h00 pm**

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.**