

NYANDENI LOCAL MUNICIPALITY

PHYSICAL ADDRESS:
Municipality Building
B.N. Nomandela Drive
LIBODE

POSTAL ADDRESS:
Private Bag X 504
LIBODE
5160



Tel: 047 5555 024
047 5555 000
047 5550 278

Email:
goldsmithp@nyandenimun.org.co

“Deciding with the people, not for the people”

07 August 2017

EXTERNAL ADVERT

Applications are hereby invited from the suitable candidates for the following permanent posts:

Law Enforcement Officer – Task Grade 07

Salary Scale: R 171 779.60 – R 188 873.61per annum

Essential Requirements of the post:

- Peace Officer’s Course done at an accredited institution
- At least 6 - 12 Months relevant experience
- A valid code B of driver’s license
- Registered or Eligible to be registered with Department of Transport
- No criminal record

Key Performance Areas:

- Investigating complaints received pertaining to business and addressing problems through corrective measures, including attending to documentation and notification procedures and executing citizen’s arrest;
- Conducting business inspections to ensure compliance with registration requirements and maintaining effective controls and enforcement on informal traders ensuring that traders are in possession of trading of trading permits and issuing of fines for contraventions of By-laws;
- Attending to queries or complaints, conducting investigations or inspections and doing follow up inspections on contraventions identified;
- Advising and enforcing various acts, By-laws and Council policies to ensure compliance by business sector;

- Forwarding reports and other documents to the Superintendent for further processing.

NB: Certified copies of qualifications, driver's license, ID copy, and CV must accompany the application letter for vacancy. Failure to submit documents listed above will result in disqualification. Hand delivered applications should be sent to the Registry Office at Nyandeni Local Municipality (Libode/Ngqeleni Offices). **Females, Coloureds, Indians, Whites and People with disabilities are encouraged to apply; People with disabilities must disclose the nature of their disabilities.** The words "**APPLICATION FOR VACANCY**" should appear on the same side of the application letter for vacancy, but separate from the address in the same envelope so as to sensitize the Registry Office of the closing date.

Faxed and emailed applications will not be considered. Only successful candidates will be contacted, and therefore if you have not heard from us within 90 days after the closing date, consider your application as unsuccessful. The Council reserves the right not to continue with the interviews and appointments if the Council feels no suitable candidate could be found. Canvassing of Councilors / Management is not permitted and proof thereof will result in disqualification.

BACKGROUND SCREENING WILL BE DONE TO SUCCESSFUL CANDIDATE

Applications should be addressed to:

The Corporate Services Manager
Nyandeni Local Municipality
Private Bag X 504
Libode
5160

For enquiries contact Corporate Services Department at **047 555 5028/047 555 5024** and at **Ngqeleni offices** Please Contact Person **Ms. N. Madayi** at **047 568 0300/1**

CLOSING DATE FOR APPLICATIONS: 20 September 2017, 16

**N. NOMANDELA
MUNICIPAL MANAGER**