

Drakenstein Municipality, an employer that is committed to equal employment opportunities, invite people who qualify to apply for the abovementioned vacancy within its Safety & Community Services Department.

**PERSONNEL VACANCY**  
**INTERNAL AND EXTERNAL APPLICATIONS WILL BE CONSIDERED**

**TRAFFIC OFFICER X2 (REF NO: C-TLE-TR17, C-TLE-TR10)**

**DEPARTMENT: SAFETY & COMMUNITY SERVICES**

**DIVISION: SAFETY**

**SECTION: Traffic & Licensing Services**

<b>SALARY SCALE</b>	<b>TASK LEVEL 10 -Total cost to company- R502 705.51 – R627 028.85 per annum</b> <b>Benefits: Housing subsidy, Medical aid, Pension and Grouplife</b>
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**JOB PURPOSE:**

To perform activities/ tasks associated with the provision of a traffic and community policing service by monitoring and attending to situations associated with minimizing traffic congestion or offences committed causing inconvenience and risk to public safety, enforcing compliance and supporting emergency and rescue personnel during major disasters in order to ensure any risk to public safety or contravention to traffic regulations and specific by-laws identified and corrective/ compliance measures enforced on offenders. Performs activities/ tasks associated with the examination, testing and issuing of learner and driver licenses and road worthiness certification through the application of laid down assessment and inspection procedures.

**SELECTION REQUIREMENTS FOR THE POST:**

- Grade 12
- Traffic Office Diploma

**OTHER REQUIREMENTS/SKILLS:**

- Code A, B & EC driver’s license
- Human relations, interpersonal and communication skills
- Conflict handling skills
- Ability to give attention to detail
- Ability to work under pressure
- Fluent in at least two of the official languages of the Western Cape

**EXPERIENCE:**

- 1-year relevant experience

**COMPETENCIES**

<ul style="list-style-type: none"> <li>• Community and Customer Focus</li> <li>• Problem Solving</li> </ul>	<ul style="list-style-type: none"> <li>• Ethics and Professionalism</li> <li>• Service Delivery Orientation</li> </ul>
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<ul style="list-style-type: none"> <li>• Negotiation and Influencing</li> <li>• Patrol, Enforcement and Emergency Response</li> <li>• Interpersonal Relations</li> <li>• Resilience</li> <li>• Communication</li> </ul>	<ul style="list-style-type: none"> <li>• Client Orientation and Customer Focus</li> <li>• Action and Outcome Orientation</li> <li>• Change Readiness</li> <li>• Cognitive Ability</li> <li>• Learning Orientation</li> </ul>
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**GENERAL INFORMATION:**

1. A service bonus equivalent to one month's salary, where applicable, will be payable and be supplemented by the normal benefits applicable to the Municipality including housing allowance for homeowners subject to certain conditions.
2. The Municipality is an equal opportunity employer and respects the conditions of the Employment Equity Act. Preference will be given to candidates who comply with the Employment Equity Targets but will not be the only criteria applied.
3. All applications are subject to reference checking and verification of qualification checking, which means that by applying for a position at the Municipality, you give us consent to do the various checking.
4. Applications received after the closing date, or which have been received without the application form and documentation/s mentioned below will not be considered.
5. Canvassing of any councillor and/or member of the Appointment Committee and/or any personnel member of the Municipality will not be allowed and will immediately disqualify applicants.
6. Only short-listed applicants will be contacted for interviews. Applicants can regard their applications as being unsuccessful if no feedback has been received within three (3) months from the closing date.
7. Placement of candidates for work can be done in any area of Drakenstein. This area covers Simondium, Paarl, Wellington, Gouda, Hermon and Saron.
8. Applications within the **Drakenstein municipal area** will be receiving preference.
9. The Municipality respects the conditions of the Protection of Personal Information Act. By submitting your information and application you confirm that the information you have provided to us is true, correct and up to date.
10. Successful candidates will be expected to sign a contract of employment, disclosure of benefits and interest and a performance contract (where applicable) with the employer.
11. Candidates that arrive late for interviews will be disqualified.
12. The Municipality reserves the right not to make an appointment.

Application forms can be obtained from the Human Resources Offices at the Civic Centre, Berg River Boulevard, Paarl, 7622 (Mondays to Fridays from 08:00 until 15:30) or on the Drakenstein Municipal website [www.drakenstein.gov.za](http://www.drakenstein.gov.za). Clearly indicate the reference number for the post you are applying for on the pre-scribe application form. Your fully completed application form must be accompanied by your CV and relevant certified supporting documents when handing it in. Certified copies must not be older than three (3) months **No fax copies will be accepted. No CVs will be returned on the applicant's request, therefore please do not send us your original certificates.**

Your application can be submitted via email to: [communityjobs@drakenstein.gov.za](mailto:communityjobs@drakenstein.gov.za), hand delivered or posted to Drakenstein Municipality, Human Resource Offices, PO Box 1, Berg River Boulevard, Paarl, 7622.

**Closing date for emailed applications: 24 April 2026 at 23h59**

**Closing date for hardcopies: 24 April 2026 at 15h30**

**CITY MANAGER**