

*Road Traffic Management Corporation**Draft National Road Traffic Law Enforcement Code***7 HUMAN CAPITAL PLAN****7.1 THREE (3) YEAR POST AND STAFF ESTABLISHMENT PLAN**

POST CLASSES	SALARY LEVELS	CURRENT POSTS FILLED	2007/08 POSTS FILLED	2008/09 POSTS FILLED	2009/10 POSTS FILLED

**7.2 HUMAN CAPITAL PRIORITIES AND CHALLENGES**

--

**8 FINANCIAL PLAN****8.1 THREE (3) YEAR BUDGET**

MAIN ITEM	PREVIOUS YEAR 2006/07	CURRENT YEAR 2007/08	DIFFERENCE YEAR
INCOME			
TOTAL INCOME			
OPERATING EXPENDITURE (OPEX)			
TOTAL OPEX			
CAPITAL EXPENDITURE (CAPEX)			
TOTAL CAPEX			

*Road Traffic Management Corporation**Draft National Road Traffic Law Enforcement Code*

MAIN ITEM	PREVIOUS YEAR 2006/07	CURRENT YEAR 2007/08	DIFFERENCE YEAR
TOTAL OPEX + CAPEX			

## 8.2 FINANCIAL PRIORITIES AND CHALLENGES

--

## 9 MONITORING, EVALUATION AND REPORTING

--

## 10 GENERAL

--

*Road Traffic Management Corporation*

*Draft National Road Traffic Law Enforcement Code*

## ***PART TWO: BUSINESS PLAN FOR 2007/08***

### **FRAMEWORK**

1. SERVICE DELIVERY PLAN FOR 2007/08
2. HUMAN CAPITAL PLAN FOR 2007/08
3. FINANCIAL PLAN FOR 2007/08
4. ASSETS AND EQUIPMENT PLAN FOR 2007/08
5. MONITORING, EVALUATION AND REPORTING
6. GENERAL

A. KEY PERFORMANCE AREAS	B. KEY PRIORITIES	C. OUTPUTS	D. OUTCOMES	TARGET DATES

*Road Traffic Management Corporation**Draft National Road Traffic Law Enforcement Code***2 HUMAN CAPITAL PLAN FOR 2007/08****2.1 POSTS AND STAFF ESTABLISHMENT**

POST CLASS	SALARY LEVELS	NUMBER POSTS CURRENTLY FILLED	ADDITIONAL POSTS TO BE FILLED 2007/08

**2.2 HUMAN CAPITAL PRIORITIES FOR 2007/08**

HUMAN CAPITAL PRIORITIES	TARGET DATES

*Road Traffic Management Corporation**Draft National Road Traffic Law Enforcement Code***3 FINANCIAL PLAN****3.1 BUDGET FOR 2007/08**

MAIN ITEM	2007/08 BUDGET
INCOME:	
TOTAL INCOME	
OPERATING EXPENDITURE (OPEX):	
TOTAL OPEX	
CAPITAL EXPENDITURE (CAPEX):	
TOTAL CAPEX	
TOTAL OPEX + CAPEX	

*Road Traffic Management Corporation**Draft National Road Traffic Law Enforcement Code***3.2 FINANCIAL PRIORITIES FOR 2007/08**

FINANCIAL PRIORITIES	TARGET DATES

**4 ASSETS AND EQUIPMENT PLAN FOR 2007/08****4.1 VEHICLE PLAN**

VEHICLE CATEGORIES	CURRENT NUMBER IN USE	ADDITIONAL NUMBER FOR 2007/08

*Road Traffic Management Corporation**Draft National Road Traffic Law Enforcement Code***4.2 EQUIPMENT PLAN**

EQUIPMENT CATEGORIES	CURRENT NUMBER IN USE	ADDITIONAL NUMBER FOR 2007/08

**5 MONITORING, EVALUATION AND REPORTING****5.1 MONITORING AND EVALUATION MECHANISMS**

--



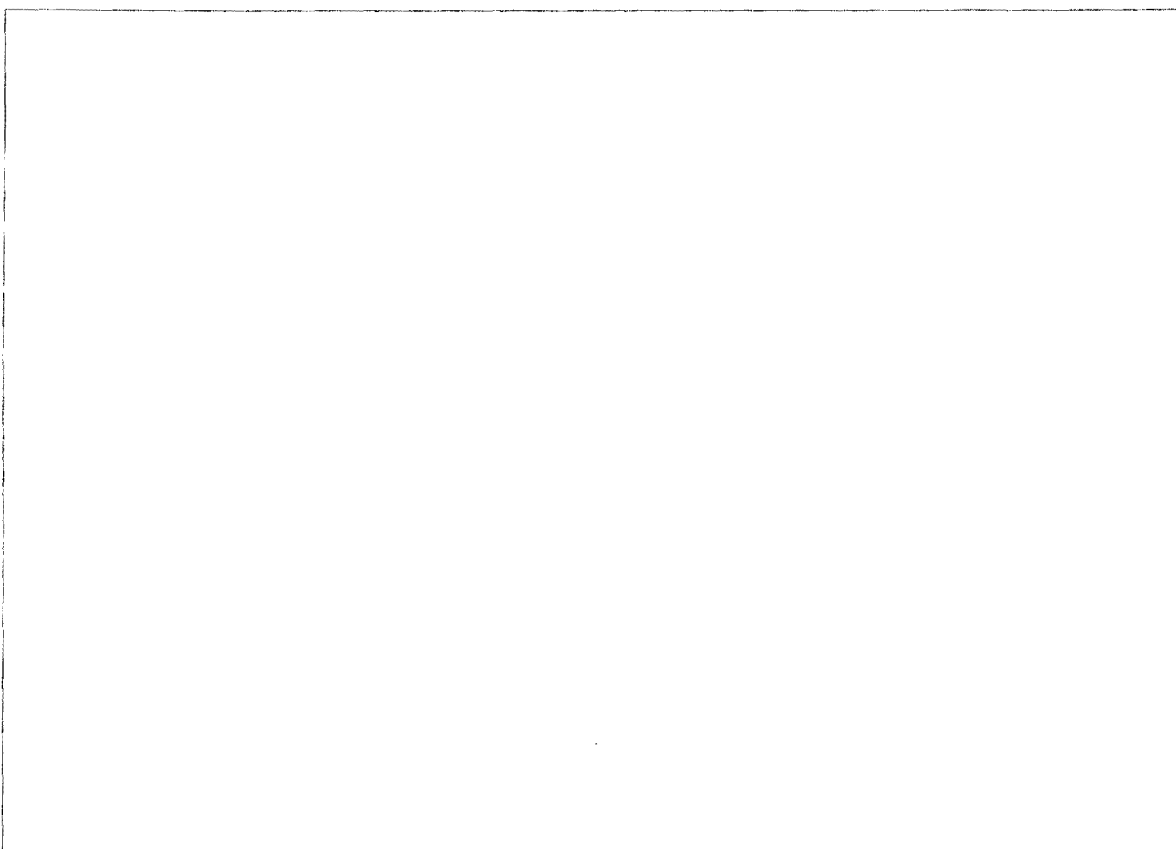
*Road Traffic Management Corporation*

*Draft National Road Traffic Law Enforcement Code*

## 5.2 REPORTING MECHANISMS



## 6 GENERAL



*Road Traffic Management Corporation*

*Draft National Road Traffic Law Enforcement Code*

**ANNEXURE 4**  
**GUIDELINES FOR COMPLETION OF PRO FORMA**

*Road Traffic Management Corporation**Draft National Road Traffic Law Enforcement Code*

## **GUIDELINES TO COMPLETE THE PRO FORMA STRATEGIC AND BUSINESS PLAN**

### ***PART ONE: STRATEGIC PLAN***

#### **FRAMEWORK**

1. INTRODUCTION
2. INTERNAL CONTEXT OF THE STRATEGIC PLAN
3. EXTERNAL CONTEXT DEFINING / INFLUENCING THE STRATEGIC PLAN
4. REVIEW OF PREVIOUS' YEARS ACHIEVEMENTS WITH STRATEGIC PLAN
5. VISION, MISSION AND VALUES
6. KEY PERFORMANCE AREAS AND STRATEGIC PRIORITIES
7. HUMAN CAPITAL PLAN
8. FINANCIAL PLAN
9. MONITORING, EVALUATION AND REPORTING
10. GENERAL

#### **1 INTRODUCTION**

- A. Describe the Authority in terms of locations, geographics, demographics.
- B. Refer to demarcated geographical area within District, Metro and Provincial structures where applicable.
- C. Provide any important background information.
- D. Provide particulars (Rank, Postal address, Office address, e-mail, fax, office telephone and cellular phone numbers) of Executive Officer in charge of Road Traffic Management of the Authority.
- E. Provide any other background information to introduce the Authority.

*Road Traffic Management Corporation**Draft National Road Traffic Law Enforcement Code*

## **2 INTERNAL CONTEXT OF THE STRATEGIC PLAN**

### **2.1 APPROVED ORGANOGRAM**

Include in the Strategic Plan or as attachment, the approved organizational and post establishment summarized on Top five (5) levels.

### **2.2 POST AND STAFF ESTABLISHMENT**

List all approved post classes from highest to lowest salary levels and complete the columns for number of posts approved, number vacant and number filled. Indicate the gaps, needs or challenges currently experienced regarding staff capacity, competencies and any other important human capital matter that influence the performance of the Authority.

### **2.3 FINANCE**

Complete the table by indicating the various sources of income and the amounts for current and previous year as well as the difference in total and percentage. Similarly, complete the table for Main Items of Operating and Capital Expenditure Budgets. Indicate the gaps or needs or challenges that must be addressed.

### **2.4 ASSETS**

#### **2.4.1 ROAD TRAFFIC MANAGEMENT VEHICLES**

Complete the table by listing the different vehicle categories and the number of vehicles currently used. Identify the current gaps of needs or challenges that must be addressed.

#### **2.4.2 ROAD TRAFFIC MANAGEMENT EQUIPMENT**

Complete the table by listing the different equipment categories and the number of equipment currently used. Identify the current gaps of needs or challenges that must be addressed.

*Road Traffic Management Corporation**Draft National Road Traffic Law Enforcement Code*

## 2.5 IMPORTANT PROGRAMMES DEFINING / INFLUENCING THE STRATEGIC PLAN

Complete the table by listing all the important programmes implemented by the Authority that define or influence the Strategic Plan (e.g. Integrated Development Plan, Moratorium on filling of posts, etc.)

## 2.6 GOVERNANCE STRUCTURE

Complete the table by listing and briefly describing the mandate or role of the various Committees involved in the Road Traffic Management functions (e.g. Consultation, Co-ordination, Approval Committees/Structures).

## 3 EXTERNAL CONTEXT DEFINING / INFLUENCING THE STRATEGIC PLAN

### 3.1 ROAD SAFETY PROFILE

Complete the table as indicated for the recent number of years for which reliable statistics is available. Calculate the maximum, minimum and average for each of the (4) four categories over the number of years reflected.

### 3.2 REGISTERED VEHICLE PROFILE

Complete the table for Registered Vehicles in the Authorities' area of jurisdiction (e.g. Metro, Province, etc.) for at least the (7) seven categories and for as least the past (2) two years. Calculate the difference in the (2) two years both in numbers and percentages.

### 3.3 LEGISLATIVE CONTEXT

Complete the table by listing the important Legislative and Regulatory Frameworks (e.g. Acts, By-Laws, etc.) that defines or influences the Strategic Plan.

### 3.4 POLICY CONTEXT

Complete the table by listing the important Policy Frameworks that defines or influences the Strategic Plan.

*Road Traffic Management Corporation**Draft National Road Traffic Law Enforcement Code*

### 3.5 POLITICAL, ECONOMICAL AND SOCIAL CONTEXT

List or describe the political, economical or social factors that define or influence the Strategic Plan (e.g. Quality of Political Support, profile of road users at hazardous locations, role of pedestrians in road safety, industrial areas and overloaded heavy vehicles, public transport issues, schools participation in Road Safety, etc.).

## 4 REVIEW OF PREVIOUS YEAR'S ACHIEVEMENTS

Complete the table by listing the:

- A. Key Performance Areas (Important functional, operational or management areas such as Road Traffic Law Enforcement, Road Traffic Education, Road Traffic Engineering, etc.).
- B. Key Priorities (Important initiatives, programmes, projects and activities that will ensure best performance in the particular key performance area – e.g. Road Traffic Education, Community Road Safety Forums and programmes, etc.).
- C. Achievements are positive results attained for the key result area.
- D. Remaining challenges, problems or issues that still requires attention.

## 5 VISION, MISSION AND VALUES

### 5.1 VISION

Complete the Vision for the Road Traffic Law Enforcement Department of the Authority by detailing the long term overall Road Traffic Management results to be achieved by all the efforts of the Authority and its Role Players.

### 5.2 MISSION

Complete the Mission of the Road Traffic Law Management Department of the Authority by indicating its enduring commitment towards attaining Road Traffic Management results.

*Road Traffic Management Corporation**Draft National Road Traffic Law Enforcement Code*

### 5.3 VALUES

Complete the values statement by listing the most important values or guiding principles that will guide the decisions and behaviour of staff and management of the Road Traffic Management Department of the Authority.

## 6 KEY PERFORMANCE AREAS OF THE STRATEGIC PRIORITIES

Complete the table by listing the Key Performance Areas (e.g. functional, operational or management areas), Key Priorities (e.g. key initiatives, programmes, projects or activities) and time frames within the applicable year.

## 7 HUMAN CAPITAL PLAN

### 7.1 THREE (3) YEAR POST AND STAFF ESTABLISHMENT PLAN

Complete the table by listing the post classes from highest to lowest salary levels and outlining the number of posts to be filled in each of the (3) three respective years.

### 7.2 HUMAN CAPITAL PRIORITIES AND CHALLENGES

List the Human Capital priorities and challenges that will receive attention over the (3) three year period.

## 8 FINANCIAL PLAN

### 8.1 THREE (3) YEAR BUDGET

Complete the table for the (3) three-year budget by listing the Main Income Items, Main Operational Expenditure Items and Main Capital Expenditure Items and indicating the estimated budgets for the (3) three respective years.

### 8.2 FINANCIAL PRIORITIES AND CHALLENGES

List the Financial priorities and challenges that will receive attention over the (3) three-year period.

*Road Traffic Management Corporation**Draft National Road Traffic Law Enforcement Code*

## **9 MONITORING, EVALUATION AND REPORTING**

Record the mechanisms and procedures that will be applied to ensure the monitoring, evaluation and reporting on progress, results and challenges during the implementation of the Strategic Plan.

## **10 GENERAL**

Record under General any information that is relevant to the Strategic Plan but that is not mentioned elsewhere.



*Road Traffic Management Corporation**Draft National Road Traffic Law Enforcement Code***PART TWO: BUSINESS PLAN FOR 2007/08****FRAMEWORK**

1. Service Delivery Plan for 2007/08
2. Human Capital Plan for 2007/08
3. Financial Plan for 2007/08
4. Assets and Equipment Plan for 2007/08
5. Monitoring Evaluation and Reporting
6. General

**1 SERVICE DELIVERY PLAN FOR 2007/08**

Complete the table by listing the:

- A. Key Performance Areas (functional, operational and management areas).
- B. Key Priorities (key initiatives, programmes, projects and activities).
- C. Outputs (planned activities to address the key priorities).
- D. Outcomes (planned results to be achieved when outputs have been implemented).
- E. Target Dates (specific dates for completion of the outputs during the year)

**2 HUMAN CAPITAL PLAN FOR 2007/08****2.1 POSTS AND STAFF ESTABLISHMENT**

Complete the table by listing the relevant post classes from highest salary levels and indicating the number of posts currently filled and the additional number of posts to be filled during 2007/08.

**2.2 HUMAN CAPITAL PRIORITIES FOR 2007/08**

Complete the table by listing the Human Capital Priorities for 2007/08 and indicating the target dates during 2007/08 when the priorities should have been addressed.

**3 FINANCIAL PLAN FOR 2007/08****3.1 BUDGET FOR 2007/08**

Complete the budget for 2007/08 by listing the main items for income budget, operational expenditure budget and capital expenditure budget and by indicating the budget amounts for 2007/08 financial year.

*Road Traffic Management Corporation**Draft National Road Traffic Law Enforcement Code*

### **3.2 FINANCIAL PRIORITIES FOR 2007/08**

Complete the table by listing the Financial Priorities for 2007/08 and indicating the target dates during 2007/08 when the priorities should have been addressed.

## **4 ASSETS AND EQUIPMENT PLAN FOR 2007/08**

### **4.1 VEHICLE PLAN**

Complete the table by listing the various vehicle categories in your fleet and indicate the number in use currently and the additional number to be used during 2007/08.

### **4.2 EQUIPMENT PLAN**

Complete the table by listing the main categories of equipment utilized and indicate the number currently in use and the additional number to be used during 2007/08.

## **5 MONITORING, EVALUATION AND REPORTING MECHANISMS**

Complete the table by recording the mechanisms to be applied to execute effective monitoring, evaluation and reporting of the results achieved with the implementation of the Business Plan.

## **6 GENERAL**

Record under General any information that is relevant to the Business Plan but that is not mentioned elsewhere.

*Road Traffic Management Corporation*

*Draft National Road Traffic Law Enforcement Code*

**ANNEXURE 5**  
**ALCOHOL TEST RECORDAL FORM**

Road Traffic Management Corporation

Draft National Road Traffic Law Enforcement Code

**ALCOHOL RECORDAL FORM****A. BREATHALYZER TEST:**

1. Name of employee .....
2. Department .....
3. Date of Breathalyzer Test .....
4. Time of Breathalyzer Test .....
5. Place of Breathalyzer Test .....
6. Reading produced by Breathalyzer Test .....
7. Witnesses to Breathalyzer Test:

It is certified that the above details are correct as recorded.

- a. Official administering the test: Name: .....Signature:.....
- b. Supervisor of employee: Name: .....Signature:.....
- c. Accused employee: Name: .....Signature:.....
- d. Independent Witness(if possible or union rep/colleague): Name: .....Signature:.....
- e. Independent Witness(if possible or union rep/colleague): Name: .....Signature:.....

**B. OBSERVANCE TEST:**

a. Smell of alcohol				Details:
b. Speech				Details:
c. Eyes				Details:
d. Movement				Details:
e. Behaviour				Details:

Witnesses to Observance Test:

It is certified that the above details are correct as recorded.

- a. Supervisor of employee: Name: .....Signature:.....
- b. Independent Witness(if possible or union rep/colleague): Name: .....Signature:.....
- b. Independent Witness(if possible or union rep/colleague): Name: .....Signature:.....











*Road Traffic Management Corporation*

*Draft National Road Traffic Law Enforcement Code*

**ANNEXURE 6  
RANK INSIGNIA**











## Road Traffic Management Corporation

## Draft National Road Traffic Law Enforcement Code

	DESIGNATION	EPAULETTE	SHOULDER FLASH	GEORGETTES	CAP
1	Chief of Traffic			5 Leaves	9 leaves and royal blue band
2	Deputy Chief of Traffic			5 Leaves	9 leaves and royal blue band
3	Assistant Chief of Traffic			4 Leaves	7 leaves and royal blue band
4	Chief Superintendent			4 Leaves	7 leaves and royal blue band
5	Senior Superintendent			3 Leaves	7 leaves and royal blue band






## Road Traffic Management Corporation



## Draft National Road Traffic Law Enforcement Code

	DESIGNATION	EPAULETTE	SHOULDER FLASH	GEORGETTES	CAP
6	Superintendent			2 Leaves	5 leaves and royal blue band
7	Assistant Superintendent			1 Leaf	3 leaves and royal blue band
8	Senior Inspector			None	Royal blue band
9	Inspector			None	Brown band
10	Traffic Officer Grade 3			None	Brown band

## Road Traffic Management Corporation

## Draft National Road Traffic Law Enforcement Code

	DESIGNATION	EPAULETTE	SHOULDER FLASH	GEORGETTES	CAP
11	Traffic Officer Grade 2			None	Brown band
12	Traffic Officer Grade 1			None	Brown band
13	Trainee	No epaulette, only shoulder flash with crest of authority		None	Brown band

	DESIGNATION	EPAULETTE	SHOULDER FLASH	GEORGETTES	CAP
1	Traffic Warden			None	Brown band



*Road Traffic Management Corporation*

*Draft National Road Traffic Law Enforcement Code*

**ANNEXURE 7**  
**ROAD SIDE INSPECTION SHEET**

Road Traffic Management Corporation

Draft National Road Traffic Law Enforcement Code

**Roadside Vehicle Inspection Sheet**

<b>Roadblock Details</b> Authority : ..... Officer : ..... Number ..... Location : ..... Date : ..... Time : .....	<b>Vehicle Details</b> Licence # : ..... Operator Card # : ..... Make : ..... Model : ..... Licence Disc # : ..... Expiry Date : ..... Chassis # : ..... Engine # : ..... Seating Capacity : ..... Description : .....
<b>Driver Details</b> Name : ..... Driving Licence # : ..... PRDP Y/N ..... Driving Licence Code : ..... PrDP Code : ..... Expiry Date : ..... Breath Test : Y/N ..... Result : .....	

<b>Seatbelts</b> Driver Y/N ..... Passenger Y/N ..... Rear Left Y/N ..... Rear Right Y/N ..... Child Restraint Where applicable Y/N/NA .....
---

<b>Action Taken</b> No Action required / Written Warning / Notification / Arrest / Vehicle Suspended Details : .....
--

Item	Faulty	Description
Head Lamps		
Stop Lamps		
Indicator Lamps		
Rear Lamps		
Windscreen		
Rear view mirrors		
Registration Plates		
Brakes		
Handbrake		
Tyres		
Information Plate		
Overload		
Steering		
Exhaust System		
Oil Leaks		
Doors (operation)		
Fire extinguisher		
Warning Triangles		
Warning Signs Chevron Reflective Tape		
Unsafe Load		

*Road Traffic Management Corporation*

*Draft National Road Traffic Law Enforcement Code*

**ANNEXURE 8**  
**ALCOHOL OBSERVATION CHECK SHEET**

Road Traffic Management Corporation

Draft National Road Traffic Law Enforcement Code

**ALCOHOL OBSERVATION CHECK SHEET**

Accused's Name:		ID Number:	
Licence No.:		Other Information:	
Date:	Time:	Place:	
Officer's Name:		Number:	

**Suspect's Breath**☐ Odour of alcohol**Face**☐ Flushed☐ Pale**General Appearance**☐ Untidy Clothes☐ Bloody☐ Vomit Present☐ Open Fly**General Behaviour**☐ Swearing☐ Argumentative☐ Disinterested☐ Aggressive☐ Impulsive☐ Laughing/Euphoria☐ Confused☐ Loss of Memory☐ Drowsy☐ Stuporous☐ Insulting☐ Fumbling**Speech**☐ Talkative☐ Thick/Slurred☐ Incoherent☐ Rapid☐ Slow☐ Repetitive/Stuttering☐ Non-communicative**Eyes**☐ Watery☐ Bloodshot**Gait**☐ Wide Based☐ Stumbling**Other Drugs**☐ Smelling of: \_\_\_\_\_☐ Drug Equipment: \_\_\_\_\_☐ Droopy Eyes☐ Grinding Teeth☐ Body Shakes/Tremors☐ Runny Nose☐ Dilated Pupils☐ Constricted Pupils**Level of Intoxication**

<b>Slightly Intoxicated</b>	Has a flushed face, dilated pupils & is euphoric with loss of inhibitions.
<b>Moderately Intoxicated</b>	Has above plus delayed eye/papillary reactions, in coordination of movements, thick speech, can't keep balance with eyes closed (Rhomborgism) a tendency to stumble when turning.
<b>Strongly under influence</b>	Also have dilated pupils with very slow reactions, side flicking of eyes (nystagmus), in coordination of movements, stumbling gait/movements with exaggerated reactions when required to do unexpected movements.
<b>Very strongly under influence</b>	Above, plus face flushed or pale, pupils pinpoint or dilated, apathetic, shows intellectual clouding and disorientation. Pronounced incoordination, can't balance with eyes closed (Rhomborgism), vomiting may occur.

Tests Performed	Successful	Unsuccessful
Ask Time, Day or Date		
Ask when he/she is		
Walk Straight Line "Toes against heels"		
Walk Straight Line Turn Around		
Eyes watching finger moving side to side		
Touch nose with finger/eyes open		
Touch nose with finger/eyes closed		
Take off Watch and put back on		
Stand on one leg arms against side		
Stand on one leg eyes closed		
Subtract 7 from 100 (descending 5x's)		

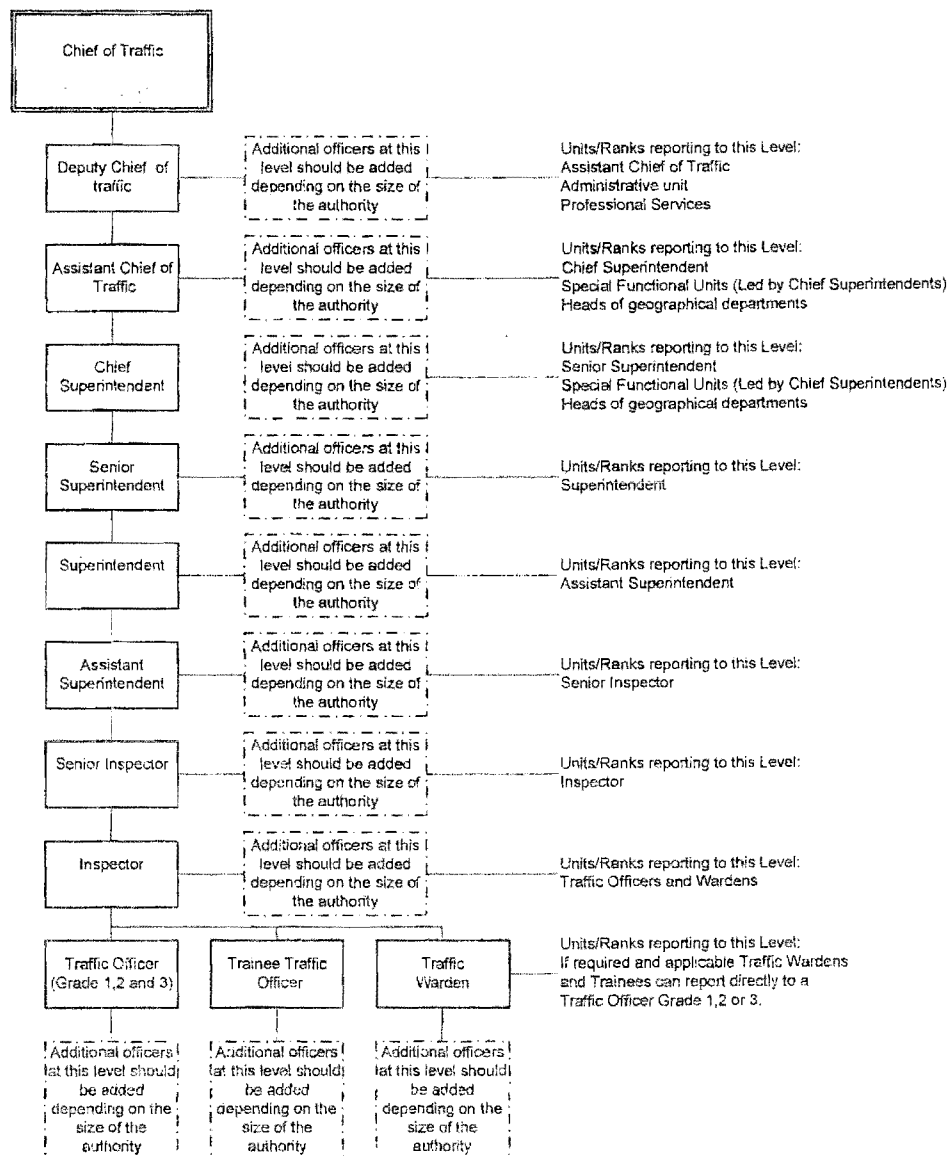
*Road Traffic Management Corporation*

*Draft National Road Traffic Law Enforcement Code*

**ANNEXURE 9  
ORGANISATIONAL STRUCTURE**

## Road Traffic Management Corporation

## Draft National Road Traffic Law Enforcement Code



*Road Traffic Management Corporation*

*Draft National Road Traffic Law Enforcement Code*

**ANNEXURE 10  
RANK STRUCTURE**

*Road Traffic Management Corporation**Draft National Road Traffic Law Enforcement Code***Standard Rank Structure**

LEVEL OF EMPLOYMENT	MUNICIPAL TRAFFIC	PROVINCIAL TRAFFIC
Senior Management	Chief of Traffic	Chief of Traffic
	Deputy Chief of Traffic	Deputy Chief of Traffic
Middle Management	Assistant Chief of Traffic	Assistant Chief of Traffic
	Chief Superintendent	Chief Superintendent
	Senior Superintendent	Senior Superintendent
Supervisory	Superintendent	Superintendent
	Assistant Superintendent	Assistant Superintendent
Supervisory/Functional	Senior Inspector	Senior Inspector
	Inspector	Inspector
Functional	Traffic Officer Grade 3	Traffic Officer Grade 3
	Traffic Officer Grade 2	Traffic Officer Grade 2
	Traffic Officer Grade 1	Traffic Officer Grade 1
Trainee	Trainee	Trainee

**Standard Support Personnel Structure**

OCCUPATIONAL CATEGORIES	MUNICIPAL TRAFFIC	PROVINCIAL TRAFFIC
Legislators, Senior Officials & Managers	Chief Director, Chief Operating Officer, General Manager	Chief Director, Chief Operating Officer, General Manager
Professionals	Director, Senior Manager	Director, Senior Manager
Technicians & Associate Professionals	Senior Specialist, Deputy Director, Deputy Manager	Senior Specialist, Deputy Director, Deputy Manager
Administrative & Financial	Assistant Director, Assistant	Assistant Director, Assistant



*Road Traffic Management Corporation**Draft National Road Traffic Law Enforcement Code*

OCCUPATIONAL CATEGORIES	MUNICIPAL TRAFFIC	PROVINCIAL TRAFFIC
Officers	Manager, Chief Officer, Specialist	Manager, Chief Officer, Specialist
Clerks	Senior Clerk, Chief Clerk	Senior Clerk, Chief Clerk
Service & Sales Workers		
Skilled Agricultural & Fishery Workers		
Craft & Related Trades Workers		
Plant & Machine Operators & Assemblers		
Elementary occupations	Practitioner, Officer	Practitioner, Officer
Non-permanent Employees		

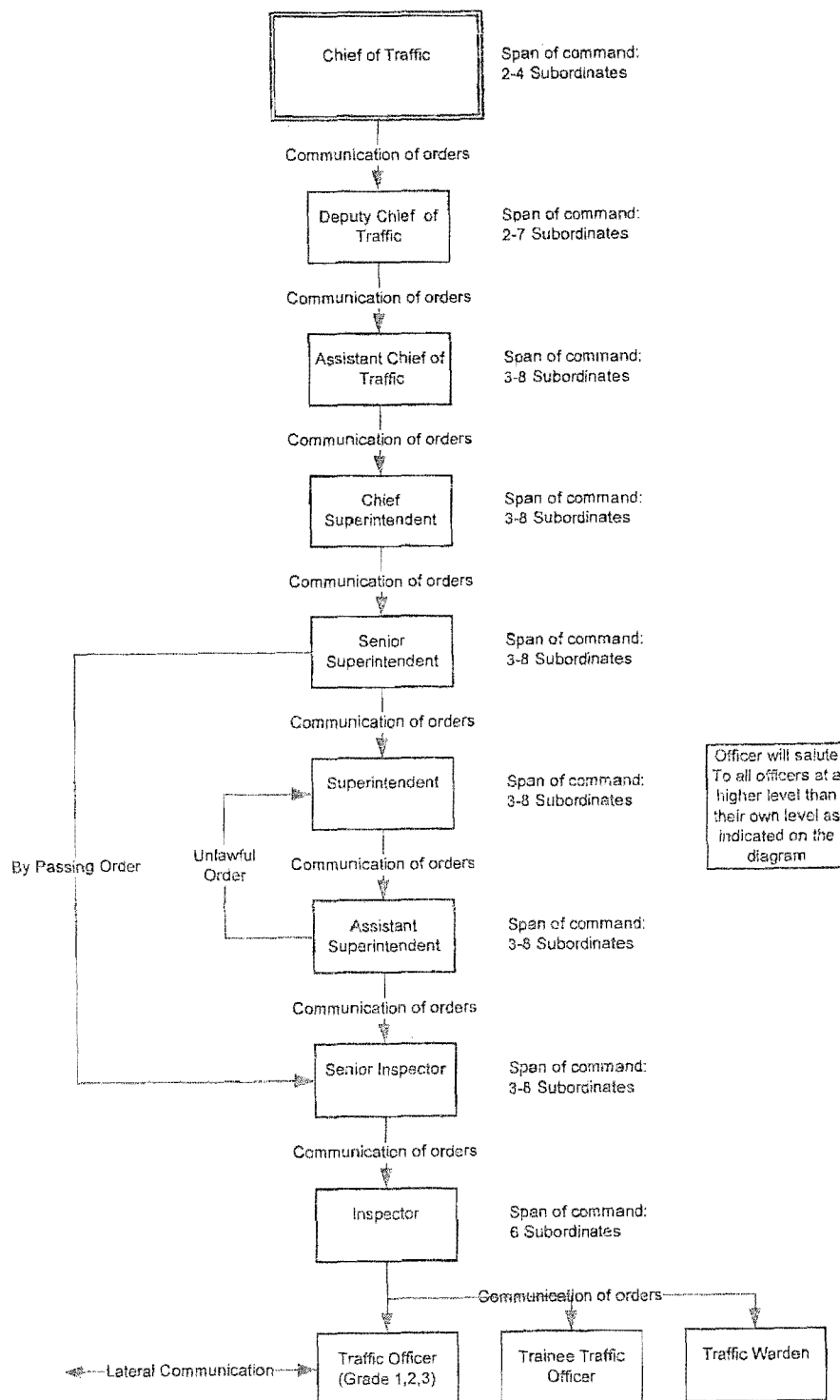
*Road Traffic Management Corporation*

*Draft National Road Traffic Law Enforcement Code*

**ANNEXURE 11  
CHAIN OF COMMAND**

## Road Traffic Management Corporation

## Draft National Road Traffic Law Enforcement Code



*Road Traffic Management Corporation*

*Draft National Road Traffic Law Enforcement Code*

**ANNEXURE 12  
JOB DESCRIPTIONS**

Road Traffic Management Corporation

Draft National Road Traffic Law Enforcement Code

**JOB PROFILES****JOB PROFILE**

(Chief of Traffic)

**Job Title:**

Chief of Traffic

**Incumbent/s Name:****Job/Role****Job Code:****Grade:****Category/Function:**

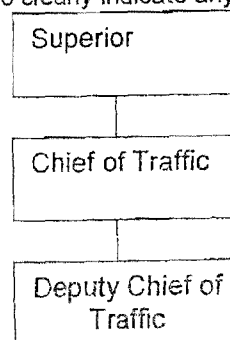
Senior Management

**Department:****Area of Jurisdiction:**

Municipal/Provincial

**Date:****Interviewer:****Reporting Structure/Chain of Command**

Please attach organogram indicating your position and the one supervisor/manager above you and the one level below you if applicable or draw it in this box. Also clearly indicate any dotted line relationship.

**What is the primary purpose of your job?****What does this job do to add value to its customers?**

Senior management functions with complex work content, including policy development and the determination of direction or strategy.

WHAT ARE THE KEY OUTPUTS OF YOUR JOB – ROLES AND RESPONSIBILITIES? (WHAT RESULTS DO YOU HAVE TO ACHIEVE)	WHAT ARE THE KEY COMPETENCIES REQUIRED IN YOUR JOB?	WHAT ARE THE LEARNING INDICATORS REQUIRED IN YOUR JOB? (LIST MINIMUM QUALIFICATIONS/ EXPERIENCES REQUIRED WHEN RECRUITING NEW AND EXTERNAL CANDIDATES)	WHAT ARE THE STATUTORY REQUIREMENTS REQUIRED IN YOUR JOB?
<ul style="list-style-type: none"> <li>▪ Determines direction/strategy and develops policy for the organization;</li> <li>▪ Determines the financial strategy and provides the financial management framework, e.g. compile budgets, etc.;</li> <li>▪ Ensures effective utilization of equipment and machinery, e.g. computers, furnisher, vehicles, etc.;</li> <li>▪ Manages stores supplies, e.g. stationary and maintenance supplies;</li> <li>▪ Overall responsibility for land and buildings which requires effective property management;</li> <li>▪ Provides solutions to organizational problems;</li> <li>▪ Takes decisions on matters relating to organizational strategy and direction;</li> <li>▪ Plans the organization's work flow to support the strategy;</li> <li>▪ Liaises and interacts with key stakeholders in the quest to achieve the departmental/provincial strategy; and</li> <li>▪ Manages all departmental/provincial personnel programmes and systems in order to increase their commitment and achievement of qualitative deliverables, e.g. performance management, learning and development, discipline, etc.</li> </ul>	<p>Knowledge</p> <ul style="list-style-type: none"> <li>▪ Advanced Computer Literacy</li> <li>▪ General Management</li> <li>▪ Advanced Human Resources Management</li> <li>▪ Advanced Financial Management</li> <li>▪ Advanced Planning and Organizing</li> <li>▪ Change and Diversity Management</li> <li>▪ Coaching and Mentoring</li> <li>▪ Communication</li> <li>▪ Strategy Development</li> <li>▪ Basic Information Technology (IT)</li> <li>▪ Clear understanding and application of National Road Traffic Act, Road Traffic Management Corporation Act and the Criminal Procedure Act</li> </ul> <p>Skills</p> <ul style="list-style-type: none"> <li>▪ Policy formulation</li> <li>▪ Analytical thinking</li> <li>▪ Research</li> <li>▪ People Management</li> <li>▪ Financial Management</li> <li>▪ Leadership</li> <li>▪ Assertiveness</li> <li>▪ Negotiations</li> </ul> <p>Communication</p> <ul style="list-style-type: none"> <li>▪ Provide/obtain sensitive information</li> </ul>	<p>Qualifications</p> <ul style="list-style-type: none"> <li>▪ Grade 12</li> <li>▪ Tertiary qualification or NQF 6</li> <li>▪ Extensive road traffic law enforcement training</li> </ul> <p>Experience</p> <ul style="list-style-type: none"> <li>▪ More than 10 years in road traffic law enforcement</li> <li>▪ 3 years experience in senior management position</li> </ul>	<ul style="list-style-type: none"> <li>▪ Valid EB driver's license</li> <li>▪ Registration as Traffic Officer</li> </ul>

WHAT ARE THE KEY OUTPUTS OF YOUR JOB – ROLES AND RESPONSIBILITIES? (WHAT RESULTS DO YOU HAVE TO ACHIEVE)	WHAT ARE THE KEY COMPETENCIES REQUIRED IN YOUR JOB?	WHAT ARE THE LEARNING INDICATORS REQUIRED IN YOUR JOB? (LIST MINIMUM QUALIFICATIONS/ EXPERIENCES REQUIRED WHEN RECRUITING NEW AND EXTERNAL CANDIDATES)	WHAT ARE THE STATUTORY REQUIREMENTS REQUIRED IN YOUR JOB?
	<p>requiring tact and diplomacy</p> <ul style="list-style-type: none"> <li>▪ Sensitive press statements</li> <li>▪ Reading and understanding cabinet memoranda</li> <li>▪ Handling and dealing with complex legal documents</li> <li>▪ Handling and dealing with complex notes, memoranda and letters</li> <li>▪ Effective public appearances</li> </ul> <p>Creativity</p> <ul style="list-style-type: none"> <li>▪ Exceptional creativity is required to develop strategies, policies and new road traffic law enforcement methods</li> <li>▪ Understanding of law enforcement</li> </ul>		

As indicated in the Code, disciplinary action will be taken against any persistent non-performance, non-achievement of targets and non-compliance with the Code in general.

\_\_\_\_\_  
SIGNATURE OF INCUMBENT

\_\_\_\_\_  
SIGNATURE OF MANAGER

Road Traffic Management Corporation

Draft National Road Traffic Law Enforcement Code

**JOB PROFILE**  
(Deputy Chief of Traffic)Job Title:  
Deputy Chief of Traffic

Incumbent/s Name:

Job/Role      Job Code:  
Grade:Category/Function:  
Senior Management

Department:

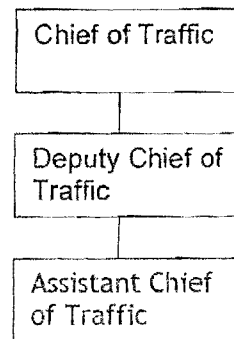
Area of Jurisdiction:  
Municipal/Provincial

Date:

Interviewer:

**Reporting Structure/Chain of Command**

Please attach organogram indicating your position and the one supervisor/manager above you and the one level below you if applicable or draw it in this box. Also clearly indicate any dotted line relationship.



What is the primary purpose of your job?

What does this job do to add value to its customers?

Senior management functions with complex work content, including policy development and the determination of direction or strategy.