

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><b>Knowledge</b></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> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <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><b>Skills</b></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> <li>▪ Communication</li> <li>▪ Provide/obtain sensitive information</li> </ul>	<p><b>Qualifications</b></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><b>Experience</b></p> <ul style="list-style-type: none"> <li>▪ More than 10 years in road traffic law enforcement</li> <li>▪ 10 years in middle management position or</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>

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	requiring tact and diplomacy <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> Creativity <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.

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SIGNATURE OF INCUMBENT

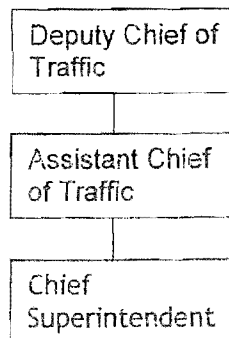
\_\_\_\_\_  
SIGNATURE OF MANAGER

Road Traffic Management Corporation

Draft National Road Traffic Law Enforcement Code

**JOB PROFILE**  
(Assistant Chief of Traffic)**Job Title:**  
Assistant Chief of Traffic**Incumbent/s Name:****Job/Role**    **Job Code:**  
**Grade:****Category/Function:**  
Middle Management**Department:****Area of Jurisdiction:**  
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.

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development, discipline, etc.	requiring tact and diplomacy <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> Creativity <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>		

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

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

Road Traffic Management Corporation

Draft National Road Traffic Law Enforcement Code

**JOB PROFILE**

(Chief Superintendent)

**Job Title:**

Chief Superintendent

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

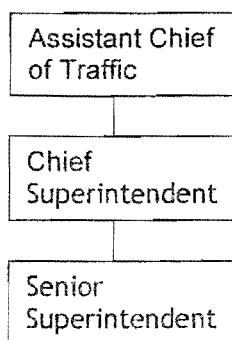
Middle Management

**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?**

Middle management functions with complex work content requiring frequent interpretation within an established framework.

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<ul style="list-style-type: none"> <li>▪ Responsible for a variety of equipment, which may include office equipment, machinery and vehicles;</li> <li>▪ Manages and authorizes expenditure within budgetary constraints;</li> <li>▪ Advises on specialized departmental/provincial administration policy/strategy;</li> <li>▪ Interprets departmental/provincial administration policy/strategy on wide range of subjects within an established framework, which may require in-depth analysis and interpretation before action can be taken;</li> <li>▪ Responsible for decision making in resolving job-related problems, controlling projects, minor changes in policy, actions requiring additional resources for effective road traffic law enforcement;</li> <li>▪ Responsible for planning the departmental/divisional work and the allocation of required resources;</li> <li>▪ High level interacts with all stakeholders on departmental/provincial administration policies/strategies; and</li> <li>▪ Manages and administers all matters related to the department/province.</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>▪ Basic Computer Literacy</li> <li>▪ Basic General Management</li> <li>▪ Introduction to Human Resources Management</li> <li>▪ Basic Financial Management</li> <li>▪ Planning and Organizing</li> <li>▪ Change and Diversity Management</li> <li>▪ Coaching and Mentoring</li> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>▪ Understanding of 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><b>Skills</b></p> <ul style="list-style-type: none"> <li>▪ Policy formulation</li> <li>▪ Analytical thinking</li> <li>▪ Research</li> <li>▪ Project Management</li> <li>▪ Financial Management</li> <li>▪ Leadership</li> <li>▪ Assertiveness</li> <li>▪ Conflict Resolution</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>▪ Grade 12</li> <li>▪ Relevant Traffic Law Enforcement Qualification</li> <li>▪ Appropriate 3 years management tertiary qualification at NQF Level 5</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>▪ More than 10 years in road traffic law enforcement</li> <li>▪ 8 years in supervisory position or</li> <li>▪ 8 years experience in middle management position</li> </ul>	<ul style="list-style-type: none"> <li>▪ Valid EB driver's license</li> <li>▪ Registration as Traffic Officer</li> <li>▪ Professional Driver's Permit</li> </ul>

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	<p>Communication</p> <ul style="list-style-type: none"> <li>▪ Provide or obtain required information and the ability to motivate personnel</li> <li>▪ Written financial and project reports</li> <li>▪ Negotiations</li> <li>▪ Presentations</li> <li>▪ Handling and dealing with notes, memoranda and letters</li> <li>▪ Effective public appearances</li> </ul> <p>Creativity</p> <ul style="list-style-type: none"> <li>▪ Development of new ideas that impact on existing methods, policies and programmes</li> <li>▪ Understanding of law enforcement environment</li> </ul>		

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SIGNATURE OF INCUMBENT

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SIGNATURE OF MANAGER



Road Traffic Management Corporation

Draft National Road Traffic Law Enforcement Code

**JOB PROFILE**

(Senior Superintendent)

**Job Title:**

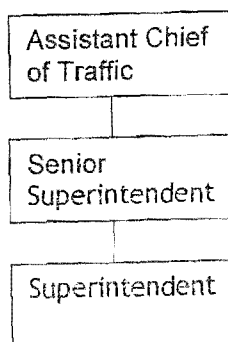
Senior Superintendent

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

Middle Management

**Department:****Area of Jurisdiction:**  
Municipal/Provincial**Date:****Interviewer:****Reporting Structure/Chain of Command**

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<ul style="list-style-type: none"> <li>▪ Responsible for a variety of equipment, which may include office equipment, machinery and vehicles;</li> <li>▪ Manages and authorizes expenditure within budgetary constraints;</li> <li>▪ Advises on specialized departmental/provincial administration policy/strategy;</li> <li>▪ Interprets departmental/provincial administration policy/strategy on wide range of subjects within an established framework, which may require in-depth analysis and interpretation before action can be taken;</li> <li>▪ Responsible for decision making in resolving job-related problems, controlling projects, minor changes in policy, actions requiring additional resources for effective road traffic law enforcement;</li> <li>▪ Responsible for planning the departmental/divisional work and the allocation of required resources;</li> <li>▪ High level interacts with all stakeholders on departmental/provincial administration policies/strategies; and</li> <li>▪ Manages and administers all matters related to the department/province.</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>▪ Basic Computer Literacy</li> <li>▪ Basic General Management</li> <li>▪ Introduction to Human Resources Management</li> <li>▪ Basic Financial Management</li> <li>▪ Planning and Organizing</li> <li>▪ Change and Diversity Management</li> <li>▪ Coaching and Mentoring</li> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>▪ Understanding of 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><b>Skills</b></p> <ul style="list-style-type: none"> <li>▪ Policy formulation</li> <li>▪ Analytical thinking</li> <li>▪ Research</li> <li>▪ Project Management</li> <li>▪ Financial Management</li> <li>▪ Leadership</li> <li>▪ Assertiveness</li> <li>▪ Conflict Resolution</li> </ul> <p><b>Communication</b></p>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>▪ Grade 12</li> <li>▪ Relevant Traffic Law Enforcement Qualification</li> <li>▪ Appropriate 3 years management tertiary qualification at NQF Level 5</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>▪ More than 10 years in road traffic law enforcement</li> <li>▪ 8 years in supervisory position or</li> <li>▪ 8 years experience in middle management position</li> </ul>	<ul style="list-style-type: none"> <li>▪ Valid EB driver's license</li> <li>▪ Registration as Traffic Officer</li> <li>▪ Professional Driver's Permit</li> </ul>

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	<ul style="list-style-type: none"> <li>▪ Provide or obtain required information and the ability to motivate personnel</li> <li>▪ Written financial and project reports</li> <li>▪ Negotiations</li> <li>▪ Presentations</li> <li>▪ Handling and dealing with notes, memoranda and letters</li> <li>▪ Effective public appearances</li> </ul> <p>Creativity</p> <ul style="list-style-type: none"> <li>▪ Development of new ideas that impact on existing methods, policies and programmes</li> <li>▪ Understanding of law enforcement environment</li> </ul>		

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SIGNATURE OF MANAGER

Road Traffic Management Corporation

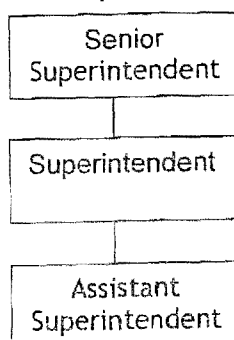
Draft National Road Traffic Law Enforcement Code

**JOB PROFILE**

(Superintendent)

**Job Title:**  
Superintendent**Incumbent/s Name:****Job/Role**    **Job Code:**  
**Grade:****Category/Function:**  
Supervisory**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?**

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SIGNATURE OF MANAGER

Road Traffic Management Corporation

Draft National Road Traffic Law Enforcement Code

**JOB PROFILE**

(Assistant Superintendent)

**Job Title:**

Assistant Superintendent

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

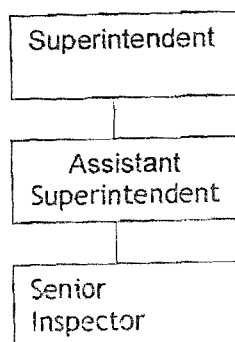
Supervisory

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

Municipal/Provincial

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

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<ul style="list-style-type: none"> <li>Oversees the usage of equipment and vehicles and technical advice on the usage thereof;</li> <li>Authorizes limited expenditure and supply inputs on budget levels;</li> <li>Gives advice of a more specialized nature when required;</li> <li>Provides technical/administrative information often unfamiliar to direct report, which may require in-depth analysis;</li> <li>Resolves job-related problems with a moderate level of autonomy;</li> <li>Plans projects and allocate financial and other resources within own area of operation;</li> <li>Interacts with direct reports on matters relating to learning and development and discipline; and</li> <li>Manages/administer all matters within own area of operation.</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Basic Computer Literacy</li> <li>Basic General Management</li> <li>Introduction to Human Resources Management</li> <li>Basic Financial Management</li> <li>Planning and Organizing</li> <li>Change and Diversity Management</li> <li>Coaching and Mentoring</li> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>Understanding of 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><b>Skills</b></p> <ul style="list-style-type: none"> <li>Policy formulation</li> <li>Analytical thinking</li> <li>Research</li> <li>Project Management</li> <li>Financial Management</li> <li>Leadership</li> <li>Assertiveness</li> <li>Conflict Resolution</li> <li>Advance operation of equipment</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>Grade 12</li> <li>Relevant Traffic Law Enforcement Qualification</li> <li>Appropriate 3 years management tertiary qualification at NQF Level 5</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>More than 10 years in road traffic law enforcement</li> <li>3 years in supervisory position</li> </ul>	<ul style="list-style-type: none"> <li>Valid EB driver's license</li> <li>Registration as Traffic Officer</li> <li>Professional Driver's Permit</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?
	<ul style="list-style-type: none"> <li>▪ Investigation</li> </ul> <p>Communication</p> <ul style="list-style-type: none"> <li>▪ Provide or obtain required information and the ability to motivate personnel</li> <li>▪ Written financial and project reports</li> <li>▪ Negotiations</li> <li>▪ Presentations</li> <li>▪ Handling and dealing with notes, memoranda and letters</li> <li>▪ Effective public appearances</li> </ul> <p>Creativity</p> <ul style="list-style-type: none"> <li>▪ Development of new ideas that impact on existing methods, policies and programmes</li> <li>▪ Understanding of law enforcement environment</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.

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SIGNATURE OF INCUMBENT

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SIGNATURE OF MANAGER

Road Traffic Management Corporation

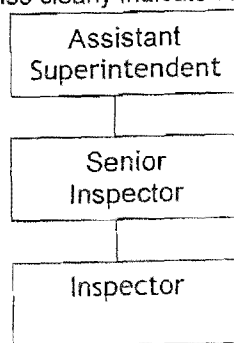
Draft National Road Traffic Law Enforcement Code

**JOB PROFILE**

(Senior Inspector)

**Job Title:**  
Senior Inspector**Incumbent/s Name:****Job/Role**      **Job Code:**  
**Grade:****Category/Function:**  
Supervisory/Functional**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?**

Junior management functions with complex work content requiring a few well defined tasks such as clerical/administrative to production functions, which are straightforward but requires some interpretation.

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>▪ Responsible for a variety of equipment, which may include office equipment, machinery and vehicles;</li> <li>▪ Responsible for:</li> <li>▪ Maintaining records and registers;</li> <li>▪ Controlling reservation list;</li> <li>▪ Applying provincial legislation;</li> <li>▪ Administer inspection services;</li> <li>▪ Institute prosecution;</li> <li>▪ Compiles reports;</li> <li>▪ Provide training;</li> <li>▪ Gives evidence in court for any transgression, when required;</li> <li>▪ Performs inspection functions;</li> <li>▪ Identifies and eliminates traffic problems; and</li> <li>▪ Patrols roads and investigate roadworthiness of vehicles.</li> <li>▪</li> <li>▪ Receives instruction/guidance on several closely related subjects areas which are normally straightforward;</li> <li>▪ Solves problems through standing instructions and reach conclusion through the application of, mainly, job procedures;</li> <li>▪ Decision making is mostly confined to own work, but could also influence work of others;</li> </ul>	<p>Knowledge</p> <ul style="list-style-type: none"> <li>▪ Basic Computer Literacy</li> <li>▪ Basic General Management</li> <li>▪ Basic Human Resources Management</li> <li>▪ Basic Planning and Organizing</li> <li>▪ Basic Safety Principles</li> <li>▪ Knowledge of applicable regulating Act/measures</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>▪ Project Management</li> <li>▪ Financial Management</li> <li>▪ Leadership</li> <li>▪ Assertiveness</li> <li>▪ Conflict Resolution</li> </ul> <p>Communication</p> <ul style="list-style-type: none"> <li>▪ Provide or obtain required information and the ability to motivate personnel</li> <li>▪ Written financial and project reports</li> </ul>	<p>Qualifications</p> <ul style="list-style-type: none"> <li>▪ Grade 12</li> <li>▪ Traffic Diploma</li> <li>▪ Tertiary Management course at NQF Level 4</li> </ul> <p>Training</p> <ul style="list-style-type: none"> <li>▪ Relevant Traffic Diploma</li> <li>▪ Departmental training courses</li> <li>▪ Course in the Interpretation of Law and Court Procedures</li> </ul> <p>Experience</p> <ul style="list-style-type: none"> <li>▪ 10 years experience as a Grade 10 Traffic Official</li> <li>▪ 6 years as a Grade 12 Traffic Official</li> </ul>	<ul style="list-style-type: none"> <li>▪ Valid EC driver's license</li> <li>▪ Registration as Traffic Officer</li> <li>▪ Professional Driver's Permit</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?
<ul style="list-style-type: none"> <li>▪ Plans own work, but such planning may influence work of others; and</li> <li>▪ Interacts with clients mostly on standard issues such as procedures/work technicalities and basic policy matters.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Negotiations</li> <li>▪ Presentations</li> <li>▪ Handling and dealing with notes, memoranda and letters</li> <li>▪ Effective public appearances</li> </ul> <p>Creativity</p> <ul style="list-style-type: none"> <li>▪ Development of new ideas that impact on existing methods, policies and programmes</li> <li>▪ Understanding of law enforcement environment</li> </ul>		

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SIGNATURE OF INCUMBENT

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SIGNATURE OF MANAGER

Road Traffic Management Corporation

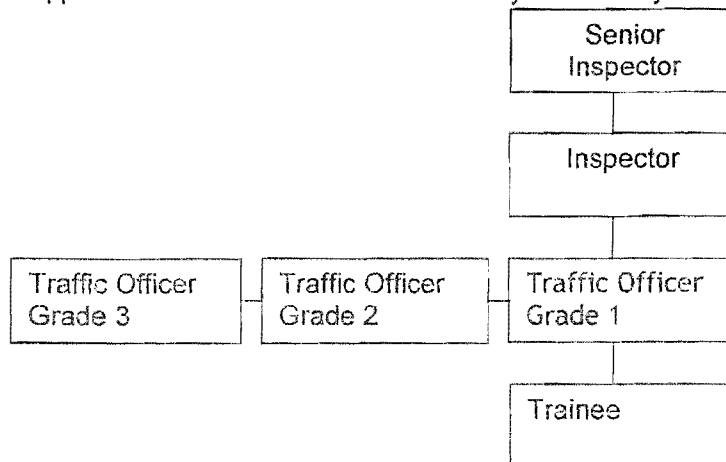
Draft National Road Traffic Law Enforcement Code

**JOB PROFILE**

(Inspector)

**Job Title:**  
Inspector**Incumbent/s Name:****Job/Role**    **Job Code:**  
Grade:**Category/Function:**  
Supervisory/Functional**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?**

Junior management functions with complex work content requiring a few well defined tasks such as clerical/administrative to production functions, which are straightforward but requires some interpretation.

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>▪ Uses a variety of equipment, which may include light vehicles (cars, vans, etc.) office equipment such as computer photocopier, etc.;</li> <li>▪ Responsible for:               <ul style="list-style-type: none"> <li>▪ Compiles reports and keep records;</li> <li>▪ Checks data regarding investigation/inspection</li> <li>▪ Provide training;</li> <li>▪ Gives evidence in court for any transgression, when required;</li> <li>▪ Performs specific inspection and investigate problem areas; and</li> <li>▪ Investigate roadworthiness of vehicles.</li> </ul> </li> <li>▪ Controls the expenditure of others;</li> <li>▪ Gives advice on policy/technical matters to direct reports and the public;</li> <li>▪ Provides/conveys information on a wide range but related subjects, familiar to post holder and requiring some interpretation within an established framework</li> <li>▪ Solves problems by occasionally comparing possible courses of action using mainly standard information;</li> <li>▪ Plans and prioritizes the work of others and decides on issues that might have impact on others;</li> <li>▪ Plans the application of</li> </ul>	<p>Knowledge</p> <ul style="list-style-type: none"> <li>▪ Basic Computer Literacy</li> <li>▪ Basic General Management</li> <li>▪ Basic Human Resources Management</li> <li>▪ Basic Planning and Organizing</li> <li>▪ Basic Safety Principles</li> <li>▪ Knowledge of applicable regulating Act/measures</li> <li>▪ Basic knowledge of Constitution Machinery</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>▪ Planning skills</li> <li>▪ Conflict Resolution</li> <li>▪ Administrative skills</li> <li>▪ Data analysis</li> <li>▪ Organizing</li> <li>▪ Ability to provide training</li> <li>▪ Interpersonal relationship</li> <li>▪ Communication</li> <li>▪ Provide or obtain required information requiring difficult information</li> <li>▪ Routine written reports, letters and memoranda with notes, memoranda</li> </ul>	<p>Qualifications</p> <ul style="list-style-type: none"> <li>▪ Grade 12</li> <li>▪ Relevant Traffic Law Enforcement Diploma</li> <li>▪ Tertiary Management course at NQF Level 4</li> </ul> <p>Training</p> <ul style="list-style-type: none"> <li>▪ Relevant Traffic Diploma</li> <li>▪ Departmental training courses</li> <li>▪ Course in the Interpretation of Law and Court Procedures</li> </ul> <p>Experience</p> <ul style="list-style-type: none"> <li>▪ 10 years experience as a Grade 10 Traffic Official</li> <li>▪ 6 years as a Grade 12 Traffic Official</li> </ul>	<ul style="list-style-type: none"> <li>▪ Valid EC driver's license</li> <li>▪ Registration as Traffic Officer</li> <li>▪ Professional Driver's Permit</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?
technical/policy matters and procedures and allocates resources within area of operation; ▪ Interacts with clients at high level on technical, policy and procedural matters; and ▪ Supervises and renders advice and guidance on matters such as quality control, discipline, control/planning, learning and development, performance management, allocation of tasks and general management systems.	Creativity <ul style="list-style-type: none"> <li>▪ Development of new ideas that impact on existing methods, policies and programmes</li> <li>▪ Understanding of law enforcement environment</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.

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SIGNATURE OF INCUMBENT

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SIGNATURE OF MANAGER

Road Traffic Management Corporation

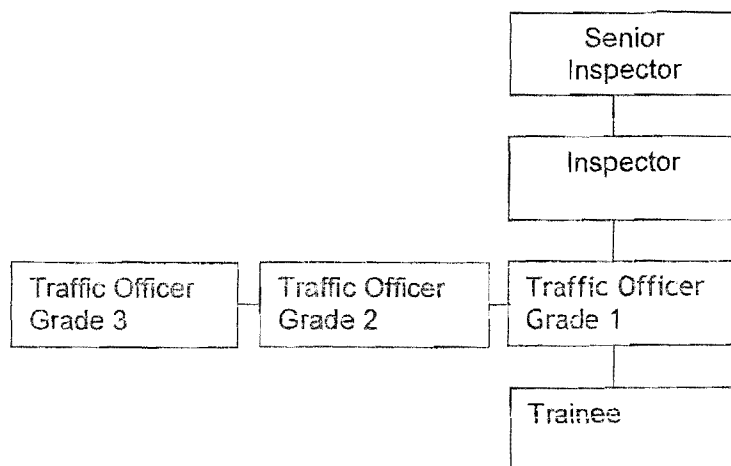
Draft National Road Traffic Law Enforcement Code

**JOB PROFILE**

(Traffic Officer Grade 3)

**Job Title:**  
Traffic Officer Grade 3**Incumbent/s Name:****Job/Role**    **Job Code:**  
**Grade:****Category/Function:**  
Functional**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?**

Junior management functions with complex work content requiring a few well defined tasks such as clerical/administrative to production functions, which are straightforward but requires some interpretation.



<b>WHAT ARE THE KEY OUTPUTS OF YOUR JOB – ROLES AND RESPONSIBILITIES?</b> <b>(WHAT RESULTS DO YOU HAVE TO ACHIEVE)</b>	<b>WHAT ARE THE KEY COMPETENCIES REQUIRED IN YOUR JOB?</b>	<b>WHAT ARE THE LEARNING INDICATORS REQUIRED IN YOUR JOB?</b> <b>(LIST MINIMUM QUALIFICATIONS/ EXPERIENCES REQUIRED WHEN RECRUITING NEW AND EXTERNAL CANDIDATES)</b>	<b>WHAT ARE THE STATUTORY REQUIREMENTS REQUIRED IN YOUR JOB?</b>
<ul style="list-style-type: none"> <li>▪ Uses a variety of equipment, which may include light vehicles (cars, vans, etc.) office equipment such as computer photocopier, etc.;</li> <li>▪ Responsible for:</li> <li>▪ Compiles reports and keep records;</li> <li>▪ Checks data regarding investigation/inspection</li> <li>▪ Provide training;</li> <li>▪ Gives evidence in court for any transgression, when required;</li> <li>▪ Performs specific inspection and investigate problem areas; and</li> <li>▪ Investigate roadworthiness of vehicles.</li> <li>▪ Controls the expenditure of others;</li> <li>▪ Gives advice on policy/technical matters to direct reports and the public;</li> <li>▪ Provides/conveys information on a wide range but related subjects, familiar to post holder and requiring some interpretation within an established framework</li> <li>▪ Solves problems by occasionally comparing possible courses of action using mainly standard information;</li> <li>▪ Plans and prioritizes the work of others and decides on issues that might have impact on others;</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>▪ Basic Computer Literacy</li> <li>▪ Basic General Management</li> <li>▪ Basic Human Resources Management</li> <li>▪ Basic Planning and Organizing</li> <li>▪ Basic Safety Principles</li> <li>▪ Knowledge of applicable regulating Act/measures</li> <li>▪ Basic knowledge of Constitution Machinery</li> <li>▪ Clear understanding and application of National Road Traffic Act, Road Traffic Management Corporation Act and the Criminal Procedure Act</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>▪ Planning skills</li> <li>▪ Conflict Resolution</li> <li>▪ Administrative skills</li> <li>▪ Data analysis</li> <li>▪ Organizing</li> <li>▪ Ability to provide training</li> <li>▪ Interpersonal relationship</li> <li>▪ Communication</li> <li>▪ Provide or obtain required information requiring difficult information</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>▪ Grade 12</li> <li>▪ Relevant Traffic Law Enforcement Diploma</li> <li>▪ Tertiary Management course at NQF Level 4</li> </ul> <p><b>Training</b></p> <ul style="list-style-type: none"> <li>▪ Relevant Traffic Diploma</li> <li>▪ Departmental training courses</li> <li>▪ Course in the Interpretation of Law and Court Procedures</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>▪ 10 years experience as a Grade 10 Traffic Official</li> <li>▪ 6 years as a Grade 12 Traffic Official</li> </ul>	<ul style="list-style-type: none"> <li>▪ Valid EC driver's license</li> <li>▪ Registration as Traffic Officer</li> <li>▪ Professional Driver's Permit</li> </ul>

<ul style="list-style-type: none"> <li>Plans the application of technical/policy matters and procedures and allocates resources within area of operation;</li> <li>Interacts with clients at high level on technical, policy and procedural matters; and</li> <li>Supervises and renders advice and guidance on matters such as quality control, discipline, control/planning, learning and development, performance management, allocation of tasks and general management systems.</li> </ul>	<ul style="list-style-type: none"> <li>Routine written reports, letters and memoranda with notes, memoranda</li> </ul> <p>Creativity</p> <ul style="list-style-type: none"> <li>Development of new ideas that impact on existing methods, policies and programmes</li> <li>Understanding of law enforcement environment</li> </ul>		
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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.

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SIGNATURE OF INCUMBENT

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SIGNATURE OF MANAGER

Road Traffic Management Corporation

Draft National Road Traffic Law Enforcement Code

**JOB PROFILE**

(Traffic Officer Grade 2)

**Job Title:**

Traffic Officer Grade 2

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

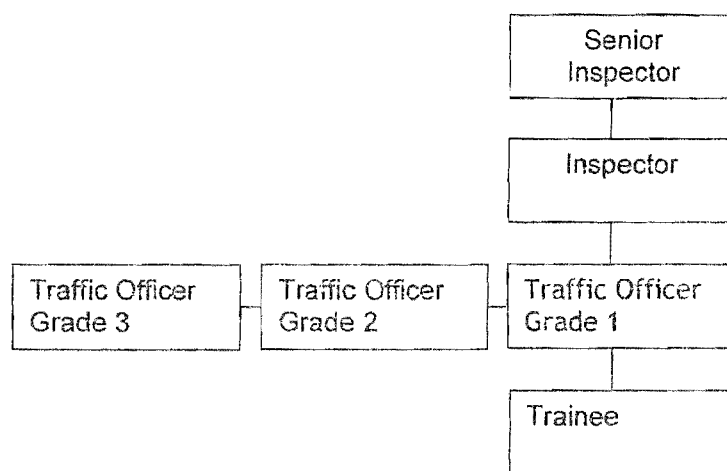
Functional

**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?**

Performs structured work which may include a few defined tasks such as clerical/administrative to production functions which are straightforward but requires some interpretation.

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>▪ Uses a variety of equipment, which may include light vehicles (cars, vans, etc.) office equipment such as computer photocopier, etc.;</li> <li>▪ Responsible for:</li> <li>▪ Maintain records and registers;</li> <li>▪ Control reservation list;</li> <li>▪ Apply provincial legislation;</li> <li>▪ Administer inspection services;</li> <li>▪ Institute prosecution;</li> <li>▪ Provide training;</li> <li>▪ Compiles reports and keep records;</li> <li>▪ Gives evidence in court for any transgression, when required;</li> <li>▪ Identifies and eliminates traffic problems</li> <li>▪ Performs specific inspection and investigate problem areas; and</li> <li>▪ Patrols roads and Investigates roadworthiness of vehicles.</li> <li>▪ Receives instruction/guidance on several closely related subjects areas which are straightforward;</li> <li>▪ Solves problems through standing instructions and reach conclusion through the application of job procedures;</li> <li>▪ Decision making is confined to job holder, but could influence others;</li> </ul>	<p>Knowledge</p> <ul style="list-style-type: none"> <li>▪ Basic Computer Literacy</li> <li>▪ Basic General Management</li> <li>▪ Basic Human Resources Management</li> <li>▪ Basic Planning and Organizing</li> <li>▪ Basic Safety Principles</li> <li>▪ Knowledge of applicable regulating Act/measures</li> <li>▪ Basic knowledge of Constitution Machinery</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>▪ Ability to compile reports</li> <li>▪ Interpretation</li> <li>▪ Training</li> <li>▪ Conflict Resolution</li> <li>▪ Ability to operate equipment and machinery</li> <li>▪ Interpersonal relationship</li> <li>▪ Communication</li> <li>▪ Provide or obtain required information requiring simple information</li> <li>▪ Routine written reports, letters and, memoranda</li> </ul>	<p>Qualifications</p> <ul style="list-style-type: none"> <li>▪ Grade 12</li> <li>▪ Relevant Traffic Law Enforcement Diploma</li> </ul> <p>Training</p> <ul style="list-style-type: none"> <li>▪ Relevant Traffic Diploma</li> <li>▪ Departmental training courses</li> <li>▪ Course in the Interpretation of Law and Court Procedures</li> </ul> <p>Experience</p> <ul style="list-style-type: none"> <li>▪ 5 years experience as a Traffic Law Officer</li> </ul>	<ul style="list-style-type: none"> <li>▪ Valid EC driver's license</li> <li>▪ Registration as Traffic Officer</li> <li>▪ Professional Driver's Permit</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?
<ul style="list-style-type: none"> <li>Plans in respect of own work and may influence work of others; and</li> <li>Standard interaction with clients on procedures and basic policy matters.</li> </ul>	Creativity <ul style="list-style-type: none"> <li>Procedures and policies are well established and little innovation is required.</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.

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SIGNATURE OF INCUMBENT

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SIGNATURE OF MANAGER

Road Traffic Management Corporation

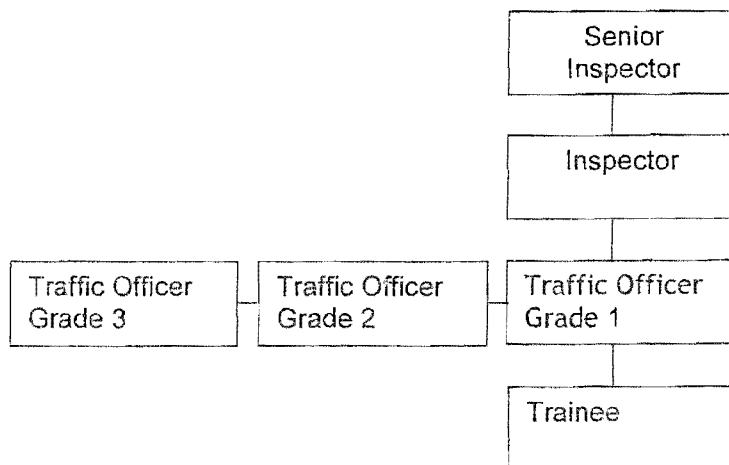
Draft National Road Traffic Law Enforcement Code

**JOB PROFILE**

(Traffic Officer Grade 1)

**Job Title:**  
Traffic Officer Grade 1**Incumbent/s Name:****Job/Role**    **Job Code:**  
**Grade:****Category/Function:**  
Functional**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?**

Performs structured work which may include a few well defined tasks which a Grade 2 Traffic Officer is responsible for.

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>▪ Uses a variety of equipment, which may include light vehicles (cars, vans, etc.) office equipment such as computer photocopier, etc.;</li> <li>▪ Responsible for:</li> <li>▪ Performs inspection functions;</li> <li>▪ Investigation of possible amendments of relevant legislation;</li> <li>▪ Collect statistical data;</li> <li>▪ Administer inspection services;</li> <li>▪ Institute prosecution;</li> <li>▪ Compiles reports and keep records;</li> <li>▪ Gives evidence in court for any transgression, when required;</li> <li>▪ Identifies and eliminates traffic problems; and</li> <li>▪ Patrols roads and Investigates roadworthiness of vehicles.</li> <li>▪</li> <li>▪ Receives instruction/guidance on several closely related subjects areas which are straightforward;</li> <li>▪ Solves problems through the application of standing instructions or procedures;</li> <li>▪ Decision making is confined to job holder, but could influence others;</li> <li>▪ Plans in respect of own work and may influence work of others; and</li> <li>▪ Standard interaction with clients on</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>▪ Basic Computer Literacy</li> <li>▪ Basic General Management</li> <li>▪ Basic Human Resources Management</li> <li>▪ Basic Planning and Organizing</li> <li>▪ Basic Safety Principles</li> <li>▪ Knowledge of applicable regulating Act/measures</li> <li>▪ Basic knowledge of Constitution Machinery</li> <li>▪ Clear understanding and application of National Road Traffic Act, Road Traffic Management Corporation Act and the Criminal Procedure Act</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>▪ Ability to conduct inspections and investigations</li> <li>▪ Issuing of summonses</li> <li>▪ Basic application of the Criminal Procedure Act</li> <li>▪ Conflict Resolution</li> <li>▪ Ability to operate equipment and machinery</li> <li>▪ Interpersonal relationship</li> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>▪ Provide or obtain required information requiring simple</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>▪ Grade 12</li> <li>▪ Basic Traffic Training</li> </ul> <p><b>Training</b></p> <ul style="list-style-type: none"> <li>▪ Relevant Traffic Diploma</li> <li>▪ Departmental training courses</li> <li>▪ Course in the Interpretation of Law and Court Procedures</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>▪ 4 years experience as a Traffic Law Officer</li> </ul>	<ul style="list-style-type: none"> <li>▪ Valid EC driver's license</li> <li>▪ Registration as Traffic Officer</li> <li>▪ Professional Driver's Permit</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?
procedures and basic policy matters.	information <ul style="list-style-type: none"> <li>▪ Routine written reports, letters and, memoranda</li> </ul> Creativity <ul style="list-style-type: none"> <li>▪ Procedures and policies are well established and little innovation is required</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.

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SIGNATURE OF INCUMBENT

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SIGNATURE OF MANAGER



Road Traffic Management Corporation

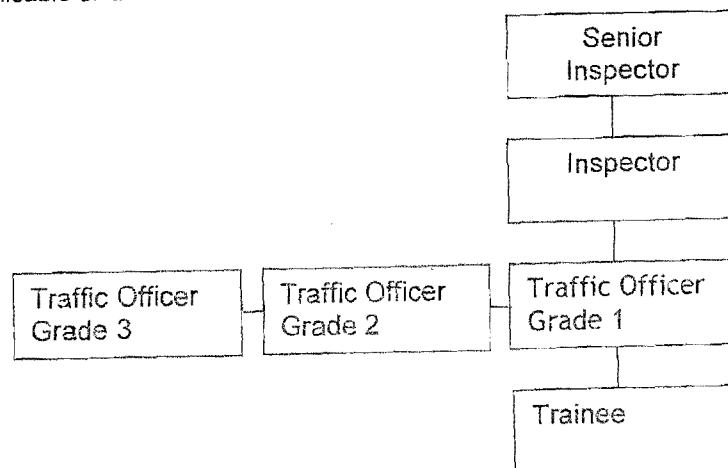
Draft National Road Traffic Law Enforcement Code

**JOB PROFILE**

(Trainee Traffic Officer)

**Job Title:**  
Trainee Traffic Officer**Incumbent/s Name:****Job/Role**      **Job Code:**  
**Grade:****Category/Function:**  
Trainee**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?**

Personnel receives basic traffic law enforcement training and performs simple routine tasks that requires portfolio of evidence during the probationary period/contract of 2 years with the traffic authority/authority.

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>▪ Uses a variety of equipment, which may include light vehicles (cars, vans, etc.) office equipment such as computer photocopier, etc.;</li> <li>▪ Assists on the following:</li> <li>▪ Execution of inspections and investigations of vehicles and drivers; and</li> <li>▪ Issuing summons and executing arrests.</li> <li>▪ Performs inspection functions;</li> <li>▪ Assists with collection of statistical data;</li> <li>▪ Issues summons;</li> <li>▪ Compiles reports and keep records and registers;</li> <li>▪ Gives evidence in court for any transgression, when required; and</li> <li>▪ Patrols roads and Investigates roadworthiness of vehicles.</li> <li>▪</li> <li>▪ Receives instruction/guidance on several closely related subjects areas which are straightforward;</li> <li>▪ Solves problems through the application of standing instructions or procedures;</li> <li>▪ Decision making is confined to job holder, but could influence others;</li> <li>▪ Plans in respect of own work and may influence work of others; and</li> </ul>	<p>Knowledge</p> <ul style="list-style-type: none"> <li>▪ Basic Computer Literacy</li> <li>▪ Basic Safety Principles</li> <li>▪ Knowledge of applicable regulating Act/measures</li> <li>▪ Basic knowledge of prosecuting procedures.</li> </ul> <p>Skills</p> <ul style="list-style-type: none"> <li>▪ Ability to perform routine tasks</li> <li>▪ Numeracy</li> <li>▪ Literacy</li> <li>▪ Ability to operate equipments</li> <li>▪ Basic application of the National Road Traffic Act, Road Traffic Management Corporation Act Criminal Procedure Act</li> <li>▪ Basic issuing of summonses</li> </ul> <p>Communication</p> <ul style="list-style-type: none"> <li>▪ Routine and verbal exchange of information which require helpfulness and politeness</li> <li>▪ Enforcement of NRTA and CPA, which requires assertiveness and fairness</li> </ul>	<p>Qualifications</p> <ul style="list-style-type: none"> <li>▪ Grade 12</li> <li>▪ EB Drivers Licence</li> <li>▪ Security Clearance</li> <li>▪ Medical Certificate</li> </ul> <p>Training</p> <ul style="list-style-type: none"> <li>▪ None</li> </ul> <p>Experience</p> <ul style="list-style-type: none"> <li>▪ 1 year driving experience</li> </ul>	<ul style="list-style-type: none"> <li>▪ Valid EB driver's license</li> <li>▪ Clean criminal record</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?
* Standard interaction with clients on procedures and basic policy matters.			

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SIGNATURE OF INCUMBENT

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SIGNATURE OF MANAGER

Road Traffic Management Corporation

Draft National Road Traffic Law Enforcement Code

**JOB COMPETENCIES**

Commander

This document describes the additional competencies required by an officer to head a regional station and earn the title of Commander in addition to his current rank.

**Title:**

Commander

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

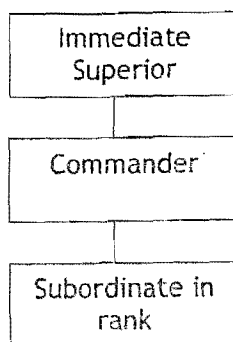
Head of regional station

**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 the additional title?**

It is an additional title given to the head or commander of regional or sub station to give recognition to a position that will not hold a top management rank but may require some or all of the competencies to be implemented at a smaller scale.

<b>WHAT ARE THE KEY OUTPUTS OF THIS TITLE – ROLES AND RESPONSIBILITIES?</b> <b>(WHAT RESULTS DO YOU HAVE TO ACHIEVE)</b>	<b>WHAT ARE THE KEY COMPETENCIES REQUIRED FOR THIS TITLE?</b>	<b>WHAT ARE THE LEARNING INDICATORS REQUIRED FOR THIS TITLE?</b> <b>(LIST MINIMUM QUALIFICATIONS /EXPERIENCES REQUIRED WHEN RECRUITING NEW AND EXTERNAL CANDIDATES)</b>	<b>WHAT ARE THE STATUTORY REQUIREMENTS REQUIRED FOR THIS TITLE?</b>
<ul style="list-style-type: none"> <li>▪ Responsible for a variety of equipment, which may include office equipment, machinery and vehicles;</li> <li>▪ Determines the financial strategy and provides the financial management framework, e.g. compile budgets for the station;</li> </ul> <p>Manages and authorizes expenditure within budgetary constraints;</p> <ul style="list-style-type: none"> <li>▪ Advises on specialized departmental/provincial administration policy/strategy;</li> <li>▪ Responsibility for regional station land and buildings which requires effective property management;</li> <li>▪ Interprets departmental/provincial administration policy/strategy on wide range of subjects within an established framework, which may require in-depth analysis and interpretation before action can be taken;</li> <li>▪ Responsible for decision making in resolving job-related problems, controlling projects, minor changes in policy, actions requiring additional resources for effective road traffic law enforcement;</li> <li>▪ Responsible for planning the departmental/divisional work and the allocation of required resources;</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>▪ Basic Computer Literacy</li> <li>▪ Basic General Management</li> <li>▪ Introduction to Human Resources Management</li> <li>▪ Basic Financial Management</li> <li>▪ Planning and Organizing</li> <li>▪ Change and Diversity Management</li> <li>▪ Coaching and Mentoring</li> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>▪ Understanding of 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><b>Skills</b></p> <ul style="list-style-type: none"> <li>▪ Policy formulation</li> <li>▪ Analytical thinking</li> <li>▪ Research</li> <li>▪ Project Management</li> <li>▪ Financial Management</li> <li>▪ Leadership</li> <li>▪ Assertiveness</li> <li>▪ Conflict Resolution</li> <li>▪ Communication</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>▪ Grade 12</li> <li>▪ Relevant Traffic Law Enforcement Qualification</li> <li>▪ Appropriate 3 years management tertiary qualification at NQF Level 5</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>▪ More than 10 years in road traffic law enforcement</li> <li>▪ 8 years in supervisory position or</li> <li>▪ 8 years experience in middle management position</li> </ul>	<ul style="list-style-type: none"> <li>▪ Valid EB driver's license</li> <li>▪ Registration as Traffic Officer</li> <li>▪ Professional Driver's Permit</li> </ul>

WHAT ARE THE KEY OUTPUTS OF THIS TITLE – ROLES AND RESPONSIBILITIES? (WHAT RESULTS DO YOU HAVE TO ACHIEVE)	WHAT ARE THE KEY COMPETENCIES REQUIRED FOR THIS TITLE?	WHAT ARE THE LEARNING INDICATORS REQUIRED FOR THIS TITLE? (LIST MINIMUM QUALIFICATIONS /EXPERIENCES REQUIRED WHEN RECRUITING NEW AND EXTERNAL CANDIDATES)	WHAT ARE THE STATUTORY REQUIREMENTS REQUIRED FOR THIS TITLE?
<ul style="list-style-type: none"> <li>▪ High level interacts with all stakeholders on departmental/provincial administration policies/strategies; and</li> <li>▪ Manages and administers all matters related to the department/province.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Provide or obtain required information and the ability to motivate personnel</li> <li>▪ Written financial and project reports</li> <li>▪ Negotiations</li> <li>▪ Presentations</li> <li>▪ Handling and dealing with notes, memoranda and letters</li> <li>▪ Effective public appearances</li> </ul> <p>Creativity</p> <ul style="list-style-type: none"> <li>▪ Development of new ideas that impact on existing methods, policies and programmes</li> <li>▪ Understanding of law enforcement environment</li> </ul>		

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

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

Road Traffic Management Corporation  
October 2007

Draft National Road Traffic Law Enforcement Code

## JOB PROFILE

(Human Resources)

**Job Title:**  
Human Resources Manager

**Incumbent/s Name:**

**Job/Role**      **Job Code:**  
**Grade:**

**Category/Function:**  
Human Resources

**Department:**

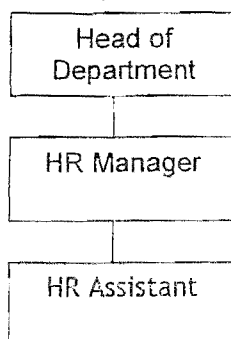
**Area of Jurisdiction:**  
Municipal/Provincial

**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?**

Personnel provides a sound human resource governance advice and direction.

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>▪ Development of an HR structure, policies and procedures</li> <li>▪ Recruitment and selection, including advertising, reference checks, etc.</li> <li>▪ Induction of all employees</li> <li>▪ Forecasting future resource and competency requirements of the organization</li> <li>▪ Analysis of the external supply and demand in the labour market</li> <li>▪ Provide advice on best practices for organizational design</li> <li>▪ Job description and competency profile development</li> <li>▪ Management of employee performance and development</li> <li>▪ Performing and assisting management in performance evaluations to identify performance discrepancies and setting objectives/targets</li> <li>▪ Career development and success planning</li> <li>▪ Providing career counselling at all times</li> <li>▪ Development of organizational transformation strategies to address the vast differences in organizational cultures, terms and conditions of employment, remuneration levels and</li> </ul>	<p><b>Knowledge</b></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> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <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><b>Skills</b></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><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>▪ Grade 12</li> <li>▪ B.Comm (Industrial Psychology)</li> <li>▪ Advanced Diploma in Labour Law</li> </ul> <p><b>Training</b></p> <ul style="list-style-type: none"> <li>▪ Project Management</li> <li>▪ Labour Relations</li> <li>▪ Facilitation and Training Skills</li> <li>▪ Employee Assistant Programme</li> <li>▪ Performance and Talent Management</li> <li>▪ Interpersonal Skills</li> <li>▪ Coaching and mentoring</li> <li>▪ Transformation</li> <li>▪ Leadership</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>▪</li> <li>▪ 10 years in HR management position</li> <li>▪ Strategic HR management at a senior level</li> <li>▪ HR consulting</li> <li>▪</li> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪ Valid EB driver's license</li> <li>▪ Clean criminal record</li> </ul>