

Witzenberg Municipality, with its Head Office in Ceres, serves the following areas: Ceres, Tulbagh, Wolseley, Prince Alfred's Hamlet, and Op-die-Berg.

**DIRECTORATE: CORPORATE SERVICES:  
PROTECTION SERVICES:  
2 X LAW ENFORCEMENT INSPECTORS (REFERENCE: COR 103 & COR 104)  
PERMANENT APPOINTMENT**

Applications are hereby invited from individuals with the applicable qualifications for the above vacancy.

**Requirements:**

- Grade 12
- Accredited Law Enforcement qualification at an accredited institution (Peace Officer Certificate).
- 5-8 years, of which 2 - 3 years must be supervisory experience.
- Valid Code EB driver's license.
- Firearm Proficiency Certificate.
- No criminal record.
- Good human relations, interpersonal, and communication skills.
- High level of responsibility and ability to give attention to detail.
- Ability to work under pressure and to handle conflict.
- Must be fit and healthy to carry out duties.
- Good eyesight, hearing and speech ability
- Fluent in at least 2 of the 3 languages spoken in the Western Cape, Afrikaans, English or IsiXhosa.
- **Please note:** A performance agreement is also applicable to this position, whereby the employer reserves the right to institute a performance management program.

**Competencies**

COMPETENCY REQUIREMENTS OF THE POST		
No	Category	Competency
1.	Core Professional Competencies	Written Communication, Oral Communication, Community and Customer Focus: Negotiation and Influencing; Ethics and Professionalism; Problem Solving Planning and Organising & Communication
2.	Functional Competencies	Illegal Land Invasion; Legal Process Administration; Relocation Processes; Surveying Data Management and Disaster Operations
3.	Public Service Orientation Competencies	Interpersonal Relationships; Communication; Service Delivery Orientation
4.	Personal Competencies	Change readiness, Cognitive ability, Learning orientation, Action and outcome orientation, and Resilience
5.	Management / Leadership Competencies	Team Orientation, Direction Setting and Coaching and Mentoring

**Duties:**

- **Job purpose:** Assist the immediate superior to supervise the Law Enforcement Section through the planning and control of operational functionality and its outcomes. To ensure command and control, discipline is maintained on a functional level in his capacity as a shift supervisor. Coordinate and control the implementation, monitoring, evaluation, and reporting sequences of outcomes associated with plans and programmes designed to accomplish key service delivery objectives with respect to Law Enforcement. Coordinate operations in conjunction with the immediate superior that is associated with the enforcement of Laws and municipal by-laws. ; Performs activities /tasks relating to those of a Peace Officer to enforce municipal regulations.
- Plans and schedules law enforcement operations in collaboration with the immediate superior
- Monitors and controls procedural applications associated with the operations and functionality of law enforcement
- Coordinates and monitors sequences associated with the implementation and enforcement of municipal by-laws
- Co-ordinates and controls key dimensions and requirements associated with the delivery of awareness and educational programmes on law enforcement to the community in collaboration with the immediate superior
- Co-ordinates tasks/activities associated with controlling subordinate personnel performance, productivity, and discipline

- Disseminates information on outcomes, current developments, problems, and constraints, and/or presents educational material on law enforcement
- Coordinates specific administrative and reporting requirements associated with the key performance and result indicators of the functionality

## **Salary R 301 729.02 per annum (Post Level T10 of a Grade 4 Municipality)**

Interested candidates must complete an official application form, which is obtainable on our website: [www.witzenberg.gov.za](http://www.witzenberg.gov.za) or at the Municipal Buildings at ODB, Wolseley, PA Hamlet, Tulbagh, and the main Office at Ceres. **(Applicants who do not fully complete the official application form and who do not submit certified copies of qualifications/identity documents/ driver's license will not be considered)** With a detailed CV accompanied by a cover letter, certified copies of qualifications, driver's license, and three (3) names of work-related references **(with email address of referent – the referent must be work-related)** to the Human Resource Manager, PO Box 44, Ceres, 6835, or Fax to 023 – 3161877 or E-mail to: [admin@witzenberg.gov.za](mailto:admin@witzenberg.gov.za). For further inquiries, you may contact Mr H Arendse at the Human Resources Department at Telephone number 023 – 3161854. **Disclosure of incorrect information will lead to disqualification.**

## **Closing Date: 25 NOVEMBER 2025 BEFORE 12H00**

**Please note:** Canvassing of Councillors or any member of the Appointment Committee will result in automatic disqualification. Applicants who do not receive a reply within one (1) month after the closure of the applications should consider their application unsuccessful. Applications received after the closing date will not be accepted or considered. Witzenberg Municipality reserves the right not to appoint. Your application will be subjected to verification of qualifications as well as credit and criminal record checks.

**Please state the reference number on your application**

**(Witzenberg Municipality fully supports and encourages designation groups to apply (in terms of the Employment Equity Act))**

Municipal Manager  
D Nasson  
04/03/22

07 NOVEMBER 2025