



Overstrand Munisipaliteit is 'n dinamiese sentrum van uitnemendheid met groot potensiaal binne 'n pragtige omgewing. Ons taak is om groei en ontwikkeling tot voordeel van al ons mense in hulle onderskeie gemeenskappe te bevorder, terwyl 'n balans met die natuur gehandhaaf word. Die Munisipaliteit sluit die areas van Hangklip/Kleinmond, Hermanus, Stanford en Gansbaai in.

Overstrand Munisipaliteit is 'n werkgewer met 'n beleid van gelyke geleentede wat daarna streef om 'n dinamiese en effektiewe diens aan sy gemeenskap te lewer. Bevoegde en selfgemotiveerde mense wat uitdagings geniet, word genooi om deel van dié topspan te word en vir die volgende pos aansoek te doen:

Regsadviseur: Addisionele Hof (Hermanus)

• **Direktoraat: Bestuursdienste (Verw.: WC0326360) • Salaris R306 288 per jaar plus deelname aan die "Perk"-vervoerskema**

Minimum vereistes: • 'n 4-jaar Regsgraad verwerf aan 'n universiteit in die Republiek van Suid-Afrika, met Strafreë, Bewysreg en Uitleg van Wette as vakke • 5 jaar ondervinding in kriminele hofprosedures • die voorgestelde aanklaerskursus • rekenaargeletterdheid in MS Office • 'n geldige Kode B-/EB-rybewys • uitstekende mondelinge en skriftelike kommunikasievaardighede in ten minste twee van die drie amptelike tale van die Wes-Kaap • kennis van die Wet op Nasionale Padverkeer, die Wet op Nasionale Vervolging, die Strafreëswet, die Wet op Grondgebruikbestuur, die Soneringskema-regulasies, die Nasionale Bouregulasies en Boustandaarde, sowel as die Munisipale Verordeninge • bereidwilligheid om binne die Munisipale-/Regsjurisdiksie op te tree • kritiese en analitiese denke • goeie oordeel, ondersoekvaardighede en volharding.

Aanbeveling: 'n Sertifikaat in Munisipale Finansiële Bestuur (SAKO-kwalifikasie ID No 48965) soos in Regulasie 493 gedateer 15 Junie 2007, of bewys van registrasie vir hierdie kursus.

Hooffunksies: Verantwoordelik vir: • ontvangs van al die verkeersvertoë (Munisipaal sowel as Provinsiaal) en uitspraak daaroor • verwerking en vervolging van verkeersoortredings wat beheer word deur die Wet op Nasionale Padverkeer en Regulasies, oortredings in terme van Munisipale Verordeninge en enige ander wetgewing wat deur die Munisipaliteit toegepas word, soos deur artikel 22(8)(b) van die Wet op Nasionale Vervolging gemagtig • skakeling met die verkeersdienste op 'n deurlopende basis • die formulering van klagstate • hantering van veranderings op die boetes en onttrekkings op die klagstate • hantering van navrae rakende die stand van boetes/kostes • hantering van Munisipale verordeningoortredings met betrekking tot die hof se optrede • optrede as voorsittende beampte en inisieerder vir die werkgewer by dissiplinêre en appèlverhore • saam- en opstel van regsmenings en die verskaffing van regsadvies in die algemeen • hulpverlening aan die publiek ten opsigte van Munisipale regsake • opstel van verordeninge, kennisgewings en beëdigde verklarings • versekering dat verordeninge korrek, van toepassing en geldig is deur middel van gereelde hersiening en wysigings • wetlike administratiewe pligte, insluitend navorsing, ontleding en verspreiding van regspraak.

Spesiale voorwaarde: Toelating as Prokureur.

Meer inligting kan verkry word deur Direkteur D. Arrison by 028 313 8001 te skakel.

Benewens die bovermelde salaris bied hierdie pos mededingende voordele wat 'n 13de tjem, mediese bystand, pensioenvoordele, 'n behuisingssubsidie/-toelaag asook verhuiskostes onder bepaalde voorwaardes insluit.

Rig asseblief 'n omvattende CV met 'n dekbrief aan die Senior Bestuurder: Menslike Hulpbronne, Munisipaliteit Overstrand, Posbus 20, Hermanus 7200.

Let wel: Gewaarmerkte afskrifte van kwalifikasies en u rybewys word vir keuring vereis en moet u CV vergesel. Kandidate wie nie al die ondersteunende dokumentasie indien nie, sal nie vir hierdie pos oorweeg word nie. Meld asseblief die verwysingsnommer van die pos waarom u aansoek doen. Die ontvangs van aansoeke sal nie erken word nie en geen stawende dokumentasie sal terugbesorg word nie.

Overstrand Munisipaliteit is 'n Gelyke Geleentede-werkgewer. Kandidate vanuit die aangewese groepe word aangemoedig om aansoek te doen.

Sluitingsdatum: Maandag, 26 Mei 2014 om 15:00.

Indien u nie binne ses weke ná die sluitingsdatum van ons verneem het nie, kan u aanvaar dat u aansoek onsuksesvol was. Die Raad behou die reg om geen aanstellings te doen nie.



Overstrand Municipality is a dynamic centre of excellence combining great potential with a beautiful setting. Our task is to bring about growth and development to the benefit of all our people, in their different communities, whilst maintaining a balance with nature. The Municipality includes the areas of Hangklip/Kleinmond, Hermanus, Stanford and Gansbaai.

Overstrand Municipality, an Equal Opportunity employer, strives to render a dynamic and effective service to the community. Competent and self-motivated people who enjoy challenges are invited to join our leading team and to apply for the following post:

Legal Advisor: Additional Court (Hermanus)

• Directorate: Management Services (Ref.: WC0326360) • Salary: R306 288 per annum plus participation in the "Perk" car allowance scheme

Minimum requirements: • A 4-year legal degree obtained from a university in the Republic of South Africa, with the subjects Criminal Law, Law of Evidence and Interpretation of Statutes • 5 years' experience in criminal court procedures • a prospective prosecutor's course • computer literacy in MS Office • a valid Code B/EB drivers' licence • excellent oral and written communication skills in at least two of the three official languages of the Western Cape • knowledge of the National Road Traffic Act, the National Prosecuting Act, the Criminal Procedures Act, Land Use Management Legislation, Zoning Scheme Regulation, National Building Regulations and Building Standards Act, as well as Municipal by-laws • willingness to operate within the Municipal/legal jurisdiction • critical and analytical thinking • sound judgement, probing skills and tenacity.

Recommendation: • a Certificate in Municipal Financial Management (SAQA Qualification ID No. 48965) as provided for in Regulation 493 dated 15 June 2007 or proof of registration for this course.

Main functions: Responsible for: • receiving all traffic appeals (Municipal as well as Provincial) and giving ruling • processing and prosecuting of traffic offences governed by the National Road Traffic Act and Regulations, offences in terms of Municipal by-laws, and any other legislation administered by the Municipality, as authorised by section 22(8)(b) of the National Prosecuting Act • liaising with the traffic services on a continuous basis • formulating charge sheets • handling changes on fines and withdrawals on the control sheets • handling enquiries regarding the status of fines/charges • handling Municipal by-law contraventions regarding court actions • acting as Presiding Officer and initiator for the Employer at disciplinary and appeal hearings • compiling and drafting legal opinions and providing legal advice in general • acting as helpline to the public in respect of Municipal legal matters • drafting of by-laws, notices and affidavits • ensuring that by-laws are correct, applicable and valid through regular review and amendments • legal administrative duties, including the research, analysing and distribution of case law.

Special conditions: Admission as attorney.

More information may be obtained by contacting Director D. Arrison on 028 313 8001.

In addition to the abovementioned salary, this position offers competitive benefits which include a 13th cheque, medical aid, pension, housing subsidy/allowance and relocation costs under certain conditions.

To apply, please forward a comprehensive CV with a covering letter to the Senior Manager: Human Resources, Overstrand Municipality, PO Box 20, Hermanus 7200.

Please note: Certified proof of your qualification/s and driver's licence is a requirement for selection and must be attached to your CV. Candidates who do not submit all the supporting documentation as requested, will not be considered for this position. Please quote the reference number of the position for which you are applying. Receipt of applications will not be acknowledged and no supporting documentation will be returned.

Closing date: Monday, 26 May 2014 at 15:00.

If you do not hear from us within six weeks of the closing date, please regard your application as unsuccessful. The Council reserves the right not to make any appointments.