



CAPE WINELANDS DISTRICT

MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

Cape Winelands District Municipality strives towards rendering a dynamic and effective service to the community under its jurisdiction. As an Employment Equity Employer, we currently offer the following vacancy to an appropriately qualified and experienced individual.

COMMUNITY SAFETY OFFICER (1-YEAR RENEWABLE CONTRACT APPOINTMENT, SUBJECT TO AVAILABLE FUNDING)

Job Profile:

- To champion the community safety project within the Cape Winelands district area in terms of the National Development Plan through the establishment of structures and partnerships, interaction with partners and assistance to local/provincial government and other relevant partners/role-players
- Compile a Community Safety Plan, maintain it and establish an effective reporting system and database of all members and activities
- Identify partners who will support the development and implementation of the Community Safety Forum (CSF)
- Liaise with the Department of Community Safety on the operational running of the CSF of the CWDM and local Municipalities
- Assist with safety structures with safety programs and pro-actively respond to ease tensions in communities through safety monitors and peace officers
- Assist SAPS with community issues and facilitate prosecution and attending and defending specific actions of a legal nature
- Develop guidelines for safety policies, initiatives, public awareness and play an active role in safety risk and reduction initiatives
- Responsible for administrative issues pertaining to safety forums, Community Police Forums and public participation platforms and submitting of monthly reports
- Responsible for financial duties such as creating requisitions for purchases, preparing budget input and expenditure reporting
- Supervise work teams of volunteers or community members involved in community projects
- Provide secretarial and administrative support to all partners

Requirements:

- Relevant qualification in Project Management Administration/Office Management (NQF level 6)
- Completion of Peace Officers Training
- Valid Code B driver's licence
- Minimum 2 years' relevant work experience in a Safety environment
- Computer Literacy
- Excellent communication skills (Verbal and written)
- Excellent presentation skills
- Good organizational skills
- Must be flexible and adaptable
- Excellent time management skills
- Ability to file information electronically and manually
- Must be able to work in office and law enforcement environment
- Excellent conflict management skills to function effectively in stressful situations
- Willingness to work after hours

Salary band: R245 076 – R318 096 per annum

Post Level: T10

Work Centre & Reference: Paarl (964)

Closing date for applications: 04 March 2022 at 15:00

Fringe benefits include: pension / retirement fund, medical scheme, group life insurance, 13th cheque and a non-pensionable accommodation allowance. Details regarding the comprehensive list of fringe benefits are available on request.

The closing date for applications is regarded the date on which minimum requirements as stipulated in this advertisement should be met by applicants. No supplementary documents will be accepted after the closing date. Applicants must acquire the prescribed application form from Ms CVG Bartness on (021) 8885159 and Ms KA August on (021) 8885120. [Originally completed applications, accompanied by originally-certified true copies of qualification certificates \(degrees, diplomas, certificates, school certificates, etc\) as well as required driver's licenses, Professional Driver's Permits and registration certificates from professional bodies, where applicable,](#) are to be submitted to the Municipal Manager, Cape Winelands District Municipality, P.O. Box 100, Stellenbosch, 7599 in a sealed envelope and endorsed with the relevant post name on the envelope.

It should be noted that applications that do not adhere to the above mentioned prescriptions will not be considered, neither will late, faxed and / or electronically applications be considered.

Please note that, should no feedback be received by 30 June 2022 candidates may assume that their applications have been unsuccessful.

Canvassing will disqualify a candidate.



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Kaapse Wynland Distriksmunisipaliteit strewende na dinamiese en effektiewe dienslewering aan die gemeenskap binne sy regsgebied. As 'n Gelyke Indiensneming-werkgewer, beskik ons tans oor die onderstaande vakature vir 'n toepaslike gekwalifiseerde en ervare persoon.

GEMEENSKAPSVEILIGHEIDSBEAMPTTE (1-JAAR HERNUBARE KONTRAK AANSTELLING, ONDERHEWIG AAN BESKIKBARE BEVONDSING)

Posbeskrywing:

- Ondersteun die gemeenskapsveiligheidsprojek in die Kaapse Wynland-distriksgebied ingevolge die Nasionale Ontwikkelingsplan deur die vestiging van strukture en vennootskappe, interaksie met vennote en hulpverlening aan plaaslike/provinsiale regering en ander relevante vennote/rolspelers
- Opstel en handhawing van 'n Gemeenskapsveiligheidsplan, en daarstelling van 'n doeltreffende verslagdoeningstelsel en databasis van alle lede en aktiwiteite
- Identifiseer vennote wat die ontwikkeling en implementering van die Gemeenskapsveiligheidsforum (GVF) sal ondersteun
- Skakel met die Departement van Gemeenskapsveiligheid oor die operasionele bedryf van die GVF van die KWDM en plaaslike munisipaliteite
- Verleen hulp met veiligheidstrukture en -programme en reageer proaktief om spanning in gemeenskappe deur middel van veiligheidsmonitors en vredesbeamptes te verlig
- Verleen hulp aan die SAPD met gemeenskapsprobleme en fasiliteer vervolging, en die bywoning en verdediging van spesifieke optrede van 'n geregtelike aard
- Ontwikkel riglyne vir veiligheidsbeleide, -inisiatiewe en openbare bewustheid en speel 'n aktiewe rol in veiligheidsrisiko- en verminderingsinisiatiewe
- Verantwoordelik vir administratiewe kwessies rakende veiligheidsforums, Gemeenskapspolisieringsforums en platforms vir openbare deelname, en voorlegging van maandelikse verslae
- Verantwoordelik vir finansiële pligte soos die opstel van rekwisities vir aankope, voorbereiding van begrotingsinsette en verslagdoening oor besteding
- Hou toesig oor spanne vrywilligers of gemeenskapslede wat by gemeenskapsprojekte betrokke is
- Verskaf sekretariële en administratiewe ondersteuning aan alle vennote

Vereistes:

- Toepaslike kwalifikasie in Projekbestuuradministrasie/Kantoorbestuur (NKR-vlak 6)
- Voltooing van opleiding as Vredesbeampte
- Geldige kode B-bestuurslisensie
- Minimum van 2 jaar toepaslike ervaring in 'n veiligheidsomgewing
- Rekenaargeletterdheid
- Uitstekende kommunikasievaardighede (skriftelik en mondeling)
- Uitstekende aanbiedingsvaardighede
- Goeie organiseringsvaardighede
- Moet buigsaam en aanpasbaar wees
- Uitstekende tydbestuursvaardighede
- Vermoë om inligting elektronies en per hand te liasseer
- Moet in sowel 'n kantoor- as 'n wetstoepassingsomgewing kan werk
- Uitstekende konflikbestuursvaardighede om doeltreffend in stresvolle situasies te kan werk
- Bereidwilligheid om na ure te werk

Salarisreeks: R245 076 – R318 096 per jaar

Posvlak: T10

Standplaas & verwysing: Paarl (964)

Sluitingsdatum vir aansoek: 04 Maart 2022 om 15:00

Byvoordele sluit in: pensioen- / aftreefonds, mediese skema, groeplewensversekering, 13de tjek en 'n nie-pensioengewende akkommodasie toelae. Besonderhede rakende die omvattende lys van byvoordele is op aanvraag beskikbaar.

Die sluitingsdatum vir aansoeke word beskou as die datum waarop aansoekers aan die minimum posvereistes soos gestipuleer in hierdie advertensie, moet voldoen. Geen ondersteunende dokumente sal na die sluitingsdatum aanvaar word nie. Die voorgeskrewe aansoekvorm waarop aansoek gedoen moet word, is verkrygbaar by Mej SM Martin by (021) 8885159 en Mnr KC Morris by (021) 8885120. [Aansoeke, vergesel van oorspronklik gewaarmerkte, ware afskrifte van kwalifikasiesertifikate \(grade, diplomas, sertifikate, skoolsertifikate, ens.\), asook die vereiste rybewyse, Professionale Bestuurderspermitte en registrasiesertifikate van beroepsliggame, waar toepaslik](#), moet teruggestuur word aan die Munisipale Bestuurder, Kaapse Wynland Distriksmunisipaliteit, Posbus 100, Stellenbosch, 7599.

Neem asseblief kennis dat aansoeke wat nie aan die bogenoemde voorskrifte voldoen nie, nie oorweeg sal word nie. Aansoeke wat laat, per faks en / of elektronies ontvang word, sal ook nie in aanmerking geneem word nie.

Neem asseblief ook kennis dat indien geen terugvoer teen 30 Junie 2022 ontvang is nie, kandidate kan aanvaar dat hul aansoeke onsuksesvol was.

Gunsverwing sal 'n kandidaat diskwalifiseer.