

DIRECTORATE: PUBLIC SAFETY
UNIT: TRAFFIC AND SECURITY

POSITION: DEPUTY DIRECTOR

Salary

R765 048.00 – R768 804.00 per annum (Level 2) excluding cell phone, data and transport allowance.

Qualifications

- Grade 12
- Bachelor's Degree in one of the following fields: Traffic Management, Fire Technology or Licensing Administration, Police Science or a relevant equivalent qualification

Experience

- 8 years' relevant experience in Public Safety related services, of which at least 3 years must be at managerial level.

Requirements

- Valid Code B (or higher) driver's license
- No Criminal Record
- Computer Literate (MS Office applications)

Key Performance Areas

Assisting the Director Public Safety in the overall management of the Directorate: Public Safety

- Make sure that personnel in the Directorate are defined with all procedure, policies and functions accordingly and communicated.
- Attending meetings relevant to operations and functioning of the Directorate.
- Attending to Portfolio Committee meeting, Mayco meetings and Council meetings to give guidance to the activities of the Directorate in the absence of the Director: Public Safety.
- Preparing, submitting reports and overall performance of subordinates as requested/ instructed.
- Managing and directing personnel to achieve strategic goals and ensure service delivery and targets are met.
- Completion and handling of administrative duties in the Public Safety Directorate.
- Compiling of reports to Council and Sb – Committees and the rectification thereof.
- Completion and finalization of correspondence internal and external.
- Representing the Directorate and City Council in the Committees, Structures and other meetings as requested by the Director.
- The control and the authorizing of the leave and sick leave, attendance registers, overtime of personnel and Assistant Director of the divisions.
- Planning of special duties and tasks in the Directorate with Heads of Divisions.
- Carry out regular inspections in all Divisions.
- Inspections on all equipment of the Directorate.

- Assisting the Director Public Safety in acting as Responsible Officer in terms of Delegated Powers and the Gathering Act 208 of 1993 and all other powers invested in the Director Public Safety.
- Attending to complaints and the investigation thereof internal and external.
- The conducting of disciplinary cases and investigation and finalization thereof.
- Planning and presentation of training needs programs and lectures in the Directorate – internal and external.
- Conducting of interviews with applicants for the purpose of appointments.
- To ensure efficient and appropriate service delivery to the Community of KOSH.
- To identify possible problems in the Directorate and seek solutions and ensuring good working relations between employees.

Manage personnel of the Directorate and to Monitor their Performance to Ensure Effective Service Delivery

- Writing, notating, correcting correspondence submitted intended for public and other stakeholder to correct the image of the Directorate.
- Ensuring response from Divisional Assistant Directors in complaints received and finalized.
- Responding and rectifying Audit Queries received from times to time with Assistant Directors and to put procedures in place to avoid repetitions
- Writing of reports and respond to request of reports from the Director Public Safety regarding issues relating to the Directorate and Divisions.
- Ensure that there is accountability if services were not met or addressed and the reasons for deviation in the form of a report or questionnaire.
- Inspections of all registers, records and documentation relating to machinery, equipment and fire arms to ensure control.

Manage and Control the Budget to Ensure Compliance with the Financial Management Act and Policies

- Liaising with the Budget Office for the preparation of the draft of the draft operational and capital budgets.
- Preparing budget requirement with Assistant Directors of Divisions required by the Director Public Safety.
- Managing, monitoring and control of the approved budget submissions and requirements of the divisions.
- Approving and authorizing requisitions and orders to purchase items.
- Finalizing the capital budget, ensuring control of specified items and equipment and report to Director Public Safety.
- Reporting all progress on the capital and operational budget from divisions to the Director Public Safety as required and report on deviations.
- Ensuring that items on the budget control are submitted to the Director Public Safety as he requests in line with Finance Management Act.

Risk Management and Asset Control

- Identified possible security risks and taking appropriate steps and measures to minimise the risks identified.
- In consultation with relevant Divisional Assistant Directors and Departments, identify a possible disaster that may have impact on lives and property and in consultation with the Director Public Safety.

- Investigate possible risks to Council property and security measures to be put in place in a report form.
- Reporting to the Director Public Safety risks and requirements relating to security, safety and disaster risk and possible solutions.
- Attending Disaster Management meetings and acting as Chairperson in the absence of the Director Public Safety.
- Minimize identified risks and safety hazards that may have a negative impact on lives and property and the safety of the personnel.