



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

Private Bag X916, PRETORIA, 0001 Tel: (012) 336 1000, Fax (012) 326 7802
Private Bag X9148, Cape Town, 8000. Tel: (021) 467 5120, Fax (021) 465 5484

Inquiry : NR Lidevhele
Telephone : (012) 336 1569
File : 016/6/7/4

TO ALL PROVINCIAL DEPARTMENTS THAT EMPLOY PROVINCIAL (TRAFFIC) INSPECTORS

IMPLEMENTATION OF THE CO-ORDINATION PROCESS - BENCHMARK JOB DESCRIPTIONS AND GRADING LEVELS FOR THE OCCUPATION: PROVINCIAL INSPECTOR

1. The Minister for the Public Service and Administration issued a directive in 2004 to provide for a process in terms of which the upgrading of occupations, which are utilized by more than one department, should be co-ordinated amongst the departments involved. The directive was communicated to Executive Authorities under cover of a letter dated 26 March 2004 (example copy attached for your convenience at Annexure A).
2. A process to co-ordinate the upgrading of Provincial Inspectors was established and managed by the Gauteng Department of Community Safety. In the process, benchmark job descriptions were developed for five levels of jobs of Provincial Inspector and these jobs were evaluated with the job evaluation system. A JE panel comprised of various departments did quality assurance on the job evaluation results and recommended that the posts of Provincial Inspector should be graded on salary level 6 (entry level production), Senior Provincial Inspector on salary level 7 (production and lower level supervision), Principal Provincial Inspector on salary level 8 (high level supervisory and first level management functions), Chief Provincial Inspector on salary level 10 (management functions) and Control Provincial Inspector on salary level 11 (strategic leadership within the Traffic environment).
3. As part of the consultation process, the afore-mentioned information was communicated to all the departments that employ Provincial Inspectors through letters from the Gauteng Department of Community Safety. The Department requested inputs/comments on the recommended grades as well as an indication of the possible financial implications of the implementation of the revised grades. The inputs received were considered and it was clear that there was general acceptance and support from the relevant role players for the proposed job descriptions, grading results and implementation strategy. Following this

Staatsdiens en Administrasie . Ditirelo tsa Puso le Tsamaiso . Ditshebeliso tsa Mmuso le Tsamaiso . uMnyango wemiSebenzi kaHulumeni nokuPhata

Muhasho wa Tshumelo ya Muvuso na Vhulanguli . Kgoro ya Ditirelo tsa Mmuso . Ndzawulo ya Vutirela-Mfumo na Valawuri

LiTiko le Tcbasebenti baHulumende nekuPhatsa . ISebe leNkonzo kaRbulumente noLawulo . UmNyango wemiSebenzi kaRhumende nokuPhata

process, it was clear that HoDs who provided inputs supported the recommendations of the JE panel that the posts of Provincial Inspector should be graded as follows:

JOB	WORK LEVEL	JOB GRADE
Provincial Inspector	Entry level production	6
Senior Provincial Inspector	Production and lower level supervision	7
Principal Provincial Inspector	High level supervisory and first level management functions	8
Chief Provincial Inspector	Management functions	10
Control Provincial Inspector	Strategic leadership within the Traffic environment	11

The detailed benchmark job descriptions and grading levels are attached as Annexures B and C. All job descriptions were refined and amended, where necessary, to suit the format utilized by the DPSA for benchmark job descriptions.

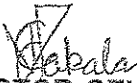
4. Departments also agreed that a formal internship programme would be introduced across all provinces whereby prospective Provincial Inspectors would require 5 – 7 months theoretical training as well as 1 – 2 years practical experience to be employed. Departments agreed that the details about the internship programme will be finalized as a collective initiative separate from this co-ordination process.
5. Following the foregoing process, the Minister for the Public Service and Administration approved that the co-ordinated benchmark job descriptions, job evaluation results and implementation strategy be issued to departments/provinces as formal advice and guidelines in terms of Chapter 1, Part III.1.4 of the Public Service Regulations (PSR), 2001. The implementation strategy, containing translation measures, is also attached as Annexure D. With regard to the implementation of the job descriptions, job evaluation results and implementation strategy, the following should be noted:
 - 5.1 The benchmark job descriptions, job evaluations results and implementation strategy serve as advice in accordance with Chapter 1, Part III.1.4 of the PSR. This means that departments must still obtain the approval of their Executive Authorities for the amendment of the existing job descriptions, the grading of the relevant posts and the absorption of employees in the regraded posts in terms of the applicable parts of the PSR.
 - 5.2 One of the big problems identified during this process was job hopping between provinces as a result of inconsistencies in the grading of the relevant jobs. The DPSA would like to appeal to all departments to regrade the relevant posts on the basis of the work levels and grades indicated in paragraph 3 above and the functions as set out in the job descriptions. This will ensure that the principle of equal pay for work of equal value is adhered to and that inconsistencies between different departments are avoided. Note should be taken that the date of

implementation also impacts on inconsistencies. (In this regard, see paragraph 6 below.)

- 5.3 After the relevant posts have been regraded, the incumbent employees have to be translated to the regraded posts. Departments will have to compare the existing jobs and competencies of the incumbents with the benchmark job descriptions to determine how employees should be absorbed in the new grade structure. To assist in this regard the implementation strategy attached as Annexure D was developed. The implementation measures set out in Annexure D can be summarized as follows:
- (a) Employees currently on salary range 5 should be absorbed into posts on salary range 6 (entry level) if basic inspection services are performed (Provincial Inspector).
 - (b) Employees currently on salary range 6 should remain in posts on salary range 6 if basic inspection services are performed (Provincial Inspector).
 - (c) Employees currently on salary range 7 should remain in posts on salary range 7 if advanced production and first level supervision services are performed (Senior Provincial Inspector).
 - (d) Employees currently on salary range 8 should remain in posts on salary range 8 if high level supervisory and first level management functions (Principal Provincial Inspector).
 - (e) Employees currently on salary range 9 should be absorbed into posts on salary range 10 if management functions within the inspectorate are performed (Chief Provincial Inspector).
 - (f) Employees currently on salary range 10 should remain in posts on salary range 10 if management functions within the inspectorate are performed (Chief Provincial Inspector).
 - (g) Employees currently on salary range 10 should be absorbed into posts on salary range 11 if strategic leadership functions within the Traffic environment are performed (Control Provincial Inspector).
 - (h) Employees currently on salary range 11 should remain in posts on salary range 11 if strategic leadership functions within the Traffic environment are performed (Control Provincial Inspector).
- 5.4 It is important to note that the translation of employees to the higher graded posts should be considered based on their competencies to perform the work attached to these posts. Departments should also ensure during this process that the requirements of Chapter 1, Part V.C.6 of the Public Service Regulations are adhered to. Employees who retain their existing salaries on a personal basis, i.e. those

employees where posts are upgraded but who do not qualify for absorption in the upgraded posts, will not qualify for pay progression while on personal salaries.

- 5.5 Departments should note that in accordance with PSR Chapter 1, Part V.C.7, the absorption of incumbent employees into higher graded posts can only be effected on the first day of the month following the month during which the Executive Authority approves that absorption.
6. With a view to ensure implementation from a uniform date, particularly considering the challenges of implementation from different (effective) dates by the various departments/provinces as seen in the past, the DPSA wishes to advise departments to consider implementing the benchmark job descriptions as well as the grading levels with effect from 1 July 2009.
7. In conclusion, the DPSA would like to raise its concerns around the following as observed from the information received regarding the cost implications. A brief analysis of the costing information received has revealed certain anomalies which are concerning. Certain departments have provided for upgrades to higher levels even where the JE results as per the JE Panel recommendations have not resulted in any upgrade. For example, in certain departments, employees currently on salary levels 11 (i.e. Control Provincial Inspectors), are being upgraded to salary level 12 and those on salary levels 7 (Senior Provincial Inspector) and 8 (Principal Provincial Inspector) are being upgraded to salary levels 8 and 9, respectively. Clearly, this is not in line with the outcome of the co-ordination process. Departments are advised not to implement grades that are not aligned to the outcomes of the co-ordination process, as this will result in further inconsistencies. It should be emphasized that the co-ordination process is not aimed at providing salary increases to all Provincial Inspectors and in instances where jobs are not upgraded, officials should remain on their current salaries. Departments are further advised as follows:
- (a) Implementation of the co-ordinated levels should follow the guidelines provided in Annexures B, C and D (benchmark job descriptions, grading levels and guidelines to implement the process.
 - (b) Deviation from the outcomes of the co-ordination process will be monitored and non-compliance reported to both the Auditor-General and the Public Service Commission.
 - (c) No additional funding will be provided for the implementation of the revised grades.
8. The job descriptions and the job evaluation results can, on request, be supplied in electronic format. Please submit requests to Mr R Lidevhele via e-mail Robertl@dpsa.gov.za or fax 086 618 8851.


 P.P. DIRECTOR-GENERAL
 DATE: 29/07/2009

IMPLEMENTATION/ABSORPTION MEASURES FOR THE BENCHMARK JOB DESCRIPTIONS AND GRADING LEVELS FOR FIVE LEVELS OF PROVINCIAL INSPECTORS

NOTE:

1. There are indications that due to rank progression in the past and the way posts are defined, the work content of a number of posts is not aligned with the job titles and grading levels of the posts. This situation dictates that provision should be made for a number of options according to which employees can be absorbed into the benchmark posts. These options should, however, not be utilized to move employees automatically to higher level posts.
2. Departments should determine what functions should be performed to ensure that they comply with their service delivery requirements, and secondly the competencies, experience and qualifications required to perform the work. This should be compared with the benchmark job description and posts on the establishment of the Department should be created on the basis of the benchmark job description that matches the service delivery needs the closest. Employees should be absorbed in posts on the basis of their competency profiles and ability to operate at least at a satisfactory level in these posts. In essence, the implementation of the revised grades could entail a restructuring of the relevant units. No automatic translations should be done.
3. Jobs at the level of Deputy Director were also subjected to the co-ordination process and the appropriate level was determined to be salary level 11. Departments are advised to utilize this level for grading purposes.
4. In terms of the regrading process, it should be noted that some departments may have jobs that are graded at a higher salary level, but performing similar functions to the benchmark jobs at a lower level. In such cases these jobs have to be regraded (downgraded) to the same level as the benchmark jobs and the incumbents will retain their salaries on a personal basis. Furthermore departments should refrain from utilizing levels that are not provided for in terms of the outcomes of the co-ordination process for "salary progression purposes", for example, salary level 9.

EXISTING POSITION			REGRADED POSITION		
RANK	SALARY LEVEL	SALARY NOTCH	RANK	SALARY LEVEL	SALARY NOTCH
Provincial Inspector To promote road safety through effective and efficient law enforcement in the Province.	5	All notches (Entry level)	Provincial Inspector (Entry level production)	6	<p>NB: Translation is effected to the minimum notch.</p> <ul style="list-style-type: none"> Departments should create posts in accordance with the benchmark job descriptions in terms of their service delivery requirements and the competencies, experience and qualifications required to perform the work at this level. Incumbents should be absorbed into the posts on the basis of the level at which they operate and provided that their skills and competencies allow them to perform at least at a satisfactory level.
Provincial Inspector To promote road safety through effective and efficient law enforcement in the Province.	6	All notches (Entry level)	Provincial Inspector (Entry level production)	6	<p>NB: Translation with retention of existing salary notch.</p> <ul style="list-style-type: none"> Departments should create posts in accordance with the benchmark job descriptions in terms of their service delivery requirements and the competencies, experience and qualifications required to perform the work at this level. Incumbents should be absorbed into the posts on the basis of the level at which they operate and provided that their skills and competencies allow them to perform at least at a satisfactory level.

EXISTING POSITION			REGRADED POSITION		
RANK	SALARY LEVEL	SALARY NOTCH	RANK	SALARY LEVEL	SALARY NOTCH
Senior Provincial Inspector To promote road safety through effective and efficient law enforcement in the Province by effective leadership and supervision of subordinates.	7	All notches	Senior Provincial Inspector Incumbents of these jobs will in addition to their current inspection duties be required to perform lower level supervisory functions	7	<p>NB: Translation with retention of existing salary notch.</p> <ul style="list-style-type: none"> • Departments should create posts in accordance with the benchmark job descriptions in terms of their service delivery requirements and the competencies, experience and qualifications. • Incumbents should be absorbed into the posts on the basis of the level at which they operate and provided that their skills and competencies allow them to perform at least at a satisfactory level.

EXISTING POSITION			REGRADED POSITION		
RANK	SALARY LEVEL	SALARY NOTCH	RANK	SALARY LEVEL	SALARY NOTCH
Principal Provincial Inspector To manage the promotion of road safety through effective and efficient law enforcement in the Province by effective leadership and supervision of subordinates.	8	All notches	Principal Provincial Inspector Incumbents of these jobs will in addition to their current inspection duties be required to perform high level supervisory and first level management functions	8	<p>NB: Translation with retention of existing salary notch.</p> <ul style="list-style-type: none"> Departments should create posts in accordance with the benchmark job descriptions in terms of their service delivery requirements and the competencies, experience and qualifications required to perform the work at this level. Incumbents should be absorbed into the posts on the basis of the level at which they operate and provided that their skills and competencies allow them to perform at least at a satisfactory level.
Chief Provincial Inspector Management of the Traffic Station/ Centre and it's objectives within area of jurisdiction.	9	All notches	Chief Provincial Inspector Incumbents of these jobs will be required to perform management functions	10	<p>NB: Translation is effected to the minimum notch.</p> <ul style="list-style-type: none"> Departments should create posts in accordance with the benchmark job descriptions in terms of their service delivery requirements and the competencies, experience and qualifications required to perform the work at this level. Incumbents should be absorbed into the posts on the basis of the level at which they operate and provided that their skills and competencies allow them to perform at least at a satisfactory level.

EXISTING POSITION			REGRADED POSITION		
RANK	SALARY LEVEL	SALARY NOTCH	RANK	SALARY LEVEL	SALARY NOTCH
Chief Provincial Inspector Management of the Traffic Station/ Centre and it's objectives within area of jurisdiction.	10	All notches	Chief Provincial Inspector Incumbents of these jobs will be required to perform management functions	10	<p>NB: Translation with retention of existing salary notch.</p> <ul style="list-style-type: none"> Departments should create posts in accordance with the benchmark job descriptions in terms of their service delivery requirements and the competencies, experience and qualifications required to perform the work at this level. Incumbents should be absorbed into the posts on the basis of the level at which they operate and provided that their skills and competencies allow them to perform at least at a satisfactory level.
Control Provincial Inspector Provide strategic leadership and manage performance to create a dynamic organisational culture that will develop all staff members to implement national and provincial traffic law enforcement strategies and legislation.	10	All notches	Control Provincial Inspector Incumbents of these jobs will be required to perform management functions and provide strategic leadership within the Traffic environment	11	<p>NB: Translation is effected to the minimum notch.</p> <ul style="list-style-type: none"> Departments should create posts in accordance with the benchmark job descriptions in terms of their service delivery requirements and the competencies, experience and qualifications required to perform at least at a satisfactory level. Incumbents should be absorbed into the posts on the basis of the level at which they operate and provided that their skills and competencies allow them to perform at least at a satisfactory level.

EXISTING POSITION			REGRADED POSITION		
RANK	SALARY LEVEL	SALARY NOTCH	RANK	SALARY LEVEL	SALARY NOTCH
Control Provincial Inspector Provide strategic leadership and manage performance to create a dynamic organisational culture that will develop all staff members to implement national and provincial traffic law enforcement strategies and legislation.	11	All notches	Control Provincial Inspector Incumbents of these jobs will be required to perform management functions and provide strategic leadership within the Traffic environment	11	<p>NB: Transition with retention of existing salary notch.</p> <ul style="list-style-type: none"> Departments should create posts in accordance with the benchmark job descriptions in terms of their service delivery requirements and the competencies, experience and qualifications required to perform the work at this level. Incumbents should be absorbed into the posts on the basis of the level at which they operate and provided that their skills and competencies allow them to perform at least at a satisfactory level.

BENCHMARK JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

POST HOLDER:

JOB TITLE : PROVINCIAL INSPECTOR
CORE CODE :
POST LEVEL AND SALARY CODE :
LOCATION :
POSTS REPORTS TO :
DATE OF APPOINTMENT :

B. JOB PURPOSE

To promote road safety through effective and efficient law enforcement in the Province.

C. KEY PERFORMANCE AREAS

(a) Enforce Road Traffic, Public Passenger and Transport Legislation:-

- (i) Implement planned and approved traffic law enforcement activities.
- (ii) Ensure the free flow of traffic through point duty and traffic control at congested areas.
- (iii) Coordinate activities at and safeguard accident scenes, identify and advise management on hazardous locations.
- (iv) Participate in traffic policing projects and speed testing operations.
- (v) Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence.
- (vi) Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers).

(b) Examine Drivers' Licences and Motor Vehicles and monitor compliance at Driver Licence Testing Centres (DLTC) and Vehicle Testing Stations (VTS):-

- (i) Conduct learner and driver licence tests.
- (ii) Conduct vehicle road worthy test.
- (iii) Monitor compliance of DLTC and VTS.

- (c) Provide visible Traffic Control/Policing and promote/ensure crime prevention activities:-
- (i) Assist in planning visible traffic policing by providing assistance to motorists and executing escort duties.
 - (ii) Participate in roadblocks and/or special law enforcement operations.
 - (iii) Patrolling of roads in dedicated area and warn motorists at hazardous locations (i.e. damaged road surfaces, breakdown of vehicles).
- (d) Perform all administrative activities and related duties:-
- (i) Maintain effective administrative procedures.
 - (ii) Compliance with the Firearm and Ammunition Act 60/2000.
 - (iii) Compliance with activities as outlined in the operational plans.
 - (iii) Participate in Human Resource Development Programs.
 - (iv) Promote effective and efficient service delivery to clients.
 - (v) Maintain professional corporate image of Directorate: Traffic Law Enforcement.

D. INHERENT REQUIREMENTS OF THE JOB

Knowledge	Skills and competencies
<ul style="list-style-type: none"> • Knowledge and understanding of road traffic and Public Transport legislation, policies and regulations • Vehicle inspections • Vehicle impoundment • Completion of Law Enforcement documents • Knowledge of Firearm and Ammunition Act 60/2000 • Code of conduct. • Dangerous goods • Departmental policies. • Guidelines from Director of Public Prosecutions. • Departmental guidelines on overload control and escort duties Transport Handbook (TRH) 11. • Operational guidelines on law enforcement equipment. 	<ul style="list-style-type: none"> • Records management • Resource management • Customer relationship management • Literacy (Written and verbal communication skills in at least two of the provincial languages) • Conflict resolution skills • Driving skills • Negotiation skills • Interpretation skills • Legal evidential skills • Observation skills (moving violations/defects) • Ability to work under pressure

For additional competencies, consult the Codes of Remuneration for the specific job. The relevant information can be obtained at <http://www.dpsa.gov.za/core.asp>.

E. APPOINTMENT REQUIREMENTS

Minimum appointment requirements

1. Grade 12 Certificate or higher qualification;
2. Valid Driving License at least a code B;
3. Basic Traffic Diploma or Equivalent qualification;
4. One year practical experience in law enforcement; and
5. No criminal record.

F. CAREER PATHING

Compliance with the requirement of higher posts.

G. AMENDMENTS TO JOB DESCRIPTION

The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she may deem reasonable, after due consultation with the post holder.

H. PERFORMANCE AGREEMENT

The Performance Agreement of the incumbent, which contains a work plan and specific target dates, should be read as an extension of this job description. The performance agreement may also contain an annexure outlining any standard operating procedures that the incumbent should adhere to during the execution of his/her key performance areas.

I. JOB DESCRIPTION AGREEMENT

SIGNATURE OF POST HOLDER

SIGNATURE OF MANAGER

DATE:

DATE:

BENCHMARK JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

POST HOLDER:

JOB TITLE : SENIOR PROVINCIAL INSPECTOR
CORE CODE :
POST LEVEL AND SALARY CODE :
LOCATION :
POSTS REPORTS TO :
DATE OF APPOINTMENT :

B. JOB PURPOSE

To promote road safety through effective and efficient law enforcement in the Province by effective leadership and supervision of subordinates.

C. KEY PERFORMANCE AREAS

(a) Management and supervision of subordinates (people management):-

- (i) Implement planned and approved traffic law enforcement activities.
- (ii) Ensure the free flow of traffic through point duty and traffic control at congested areas.
- (iii) Coordinate activities at and safeguard accident scenes, identify and advise management on hazardous locations.
- (iv) Participate in traffic policing projects and speed testing operations.
- (v) Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence.
- (vi) Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers).

(b) Enforce Road Traffic, Public Passenger, Transport and other relevant legislations:-

- (i) Implement planned and approved traffic law enforcement activities.
- (ii) Ensure the free flow of traffic through point duty and traffic control at congested areas.

- (iii) Coordinate activities at and safeguard accident scenes, identify and advise management on hazardous locations.
 - (iv) Participate in traffic policing projects and speed testing operations.
 - (v) Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence.
 - (vi) Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers).
- (c) Examine Drivers' Licences and Motor Vehicles and monitor compliance at Driver Licence Testing Centres (DLTC) and Vehicle Testing Stations (VTS):-
- (i) Conduct learner and driver licence tests.
 - (ii) Conduct vehicle road worthy test.
 - (iii) Monitor compliance of DLTC and VTS
- (d) Provide visible Traffic Control/Policing and promote/ensure crime prevention activities:-
- (i) Assist in planning visible traffic policing by providing assistance to motorists and executing escort duties.
 - (ii) Participate in roadblocks and/or special law enforcement operations.
 - (iii) Patrolling of roads in dedicated area and warn motorists at hazardous locations (i.e. damaged road surfaces, breakdown of vehicles).
- (e) Perform all administrative activities and related duties:-
- (i) Maintain effective administrative procedures.
 - (ii) Compliance with the Firearm and Ammunition Act 60/2000.
 - (iii) Compliance with activities as outlined in the operational plan.
 - (iii) Participate in Human Resource Development Programs.
 - (iv) Promote effective and efficient service delivery to clients.
 - (v) Maintain professional corporate image of Directorate: Traffic Law Enforcement.
- (f) Assess road conditions
- (i) Identification of hazardous area and drafting of reports on conditions of roads.
 - (ii) Monitor traffic volumes.
 - (iii) Participation in road safety programs.
 - (iv) Development of pedestrian projects
- (g) Mentor and coach Provincial Inspectors (PIs) on probation and appointed PIs
- (v) Facilitate training and development of PIs on probations.
 - (vi) Assess competencies of PIs on probation.
 - (vii) Mentor appointed PIs on further developmental needs

D. INHERENT REQUIREMENTS OF THE JOB

<i>Knowledge</i>	<i>Skills and competencies</i>
<ul style="list-style-type: none"> • Knowledge and understanding of road traffic and Public Transport legislation, policies and regulations • Vehicle inspections • Vehicle impoundment • Completion of Law Enforcement documents • Knowledge of Firearm and Ammunition Act 60/2000 • Code of conduct. • Dangerous goods • Departmental policies. • Guidelines from Director of Public Prosecutions. • Departmental guidelines on overload control and escort duties Transport Handbook (TRH) 11. • Operational guidelines on law enforcement equipment. 	<ul style="list-style-type: none"> • Records management • Resource management • Customer relationship management • Literacy (Written and verbal communication skills in at least two of the provincial languages) • Conflict resolution skills • Driving skills • Negotiation skills • Interpretation skills • Legal evidential skills • Observation skills (moving violations/defects) • Ability to work under pressure • Mentoring & coaching skills

For additional competencies, consult the Codes of Remuneration for the specific job. The relevant information can be obtained at <http://www.dpsa.gov.za/core.asp>.

E. APPOINTMENT REQUIREMENTS

Minimum appointment requirements

1. Grade 12 Certificate or higher qualification;
2. 3 - 5 years practical experience as a PI;
3. Valid Driving Licence - Code B;
4. Basic Traffic Diploma or equivalent qualification; and
5. No criminal record.

F. CAREER PATHING

Compliance with the requirement of higher posts.

G. AMENDMENTS TO JOB DESCRIPTION

The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she may deem reasonable, after due consultation with the post holder.

H. PERFORMANCE AGREEMENT

The Performance Agreement of the incumbent, which contains a work plan and specific target dates, should be read as an extension of this job description. The performance agreement may also contain an annexure outlining any standard operating procedures that the incumbent should adhere to during the execution of his/her key performance areas.

I. JOB DESCRIPTION AGREEMENT

SIGNATURE OF POST HOLDER

SIGNATURE OF MANAGER

DATE:

DATE:

BENCHMARK JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

POST HOLDER:

JOB TITLE : PRINCIPAL PROVINCIAL INSPECTOR
CORE CODE :
POST LEVEL AND SALARY CODE :
LOCATION :
POSTS REPORTS TO :
DATE OF APPOINTMENT :

B. JOB PURPOSE

To manage the promotion of road safety through effective and efficient law enforcement in the Province by effective leadership and supervision of subordinates.

C. KEY PERFORMANCE AREAS

- (a) Manage and enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislations
- (i) Develop operational strategies and ensure implementation of approved traffic law enforcement strategies.
 - (ii) Ensure the free flow of traffic through point duty and traffic control at congested areas, coordinate activities and safeguard accident scenes.
 - (iii) Plan and manage speed testing operations.
 - (iv) Coordinate execution of arrests on traffic related matters, attend court proceedings and give evidence.
 - (v) Manage processes of issuing relevant notices to offenders.
 - (vi) Manage traffic policing projects.
 - (vii) Identify and advise relevant role-players on hazardous locations.
 - (viii) Manage escorting of abnormal vehicles and loads to ensure the safe movement thereof.
 - (ix) Manage monitoring of road sports and social events and coordinate overload control management (includes goods and passengers).

- (b) Manage joint law enforcement activities and projects (co-operative governance):-
 - (i) Participate in planning of joint enforcement strategies and projects.
 - (ii) Manage the execution of joint law enforcement strategies and projects.
 - (iii) Evaluate and report on strategies and projects.

- (c) Manage resources and provide leadership and direction to all subordinates:-
 - (i) Develop and maintain a monitoring system and ensure that balance is achieved with regard to Senior Provincial Inspectors (SPIs) and Provincial Inspectors (PIs) production, including statistics of production of SPIs and PIs.
 - (ii) Implementation of innovations to improve working environment and conduct visitation to officers in the field.
 - (iii) Assist with the updating of the environmental analysis to ensure that it is used as baseline for planning.
 - (iv) Perform basic management functions (planning, organizing, leading and control).
 - (v) Conduct planning, feedback, evaluation and information sharing meetings with subordinates.
 - (vi) Assist with human resource issues at the station and coordinate staff quarterly performance appraisals.

- (d) Identify and manage risks:-
 - (i) Identify relevant risks.
 - (ii) Develop plan to address risks.
 - (iii) Implement and monitor plan.
 - (iv) Evaluate progress.

- (e) Manage the performance of all administrative activities and related duties
 - (i) Ensure that motor vehicle fleet is managed properly.
 - (ii) Monitor state of equipment and assist with proactive replacement planning including identifying and monitoring members' involved in accidents.
 - (iii) Ensure effective loss control measures are in place to address loss of firearms and other related equipment and strive towards reducing the financial value of losses.
 - (iv) Participate in budget planning as required by Centre Manager.
 - (v) Monitor monthly expenditure and inspection reports from the Province and implement corrective action in problem areas.
 - (vi) Regular budget control and management discussions as part of management meetings and share information with members regarding the centre's budget priorities.

D. INHERENT REQUIREMENTS OF THE JOB

Knowledge	Skills and competencies
<ul style="list-style-type: none">• Extensive experience in road traffic and Public Transport policies and regulations• Law enforcement knowledge in traffic and Public Transport• Vehicle inspections• Vehicle Impoundment• Completion of law Enforcement Documents	<ul style="list-style-type: none">• Records management• Resource management• Customer relationship management• Planning• Organizing• Leading• Controlling• Monitoring• People Management• Service delivery• Communication• Decision making• Results and quality management• Problem solving• Writing & Reporting• Labour Relations• Driving skills• Investigations skills• Motivational skills• Innovation/ continuous improvement• Analytical skills• Computer literacy• Operations/Projects management

For additional competencies, consult the Codes of Remuneration for the specific job. The relevant information can be obtained at <http://www.dpsa.gov.za/core.asp>.

E. APPOINTMENT REQUIREMENTS

Minimum appointment requirements

1. Grade 12 Certificate or higher qualification;
2. Must be in possession of a Basic Traffic Diploma;
3. 6 – 10 years working experience in the field;
4. All valid relevant driving licences (A and EC); and
5. No Criminal record.

F. CAREER PATHING

Compliance with the requirement of higher posts.

G. AMENDMENTS TO JOB DESCRIPTION

The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she may deem reasonable, after due consultation with the post holder.

H. PERFORMANCE AGREEMENT

The Performance Agreement of the incumbent, which contains a work plan and specific target dates, should be read as an extension of this job description. The performance agreement may also contain an annexure outlining any standard operating procedures that the incumbent should adhere to during the execution of his/her key performance areas.

I. JOB DESCRIPTION AGREEMENT

SIGNATURE OF POST HOLDER

SIGNATURE OF MANAGER

DATE:

DATE:

BENCHMARK JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

POST HOLDER:

JOB TITLE : CHIEF PROVINCIAL INSPECTOR
CORE CODE :
POST LEVEL AND SALARY CODE :
LOCATION :
POSTS REPORTS TO :
DATE OF APPOINTMENT :

B. JOB PURPOSE

Management of the Traffic District/Station/ Region/ Centre and its objectives within area of jurisdiction.

C. KEY PERFORMANCE AREAS

- (a) Manage the implementation of operational law enforcement plan
 - (i) Complete and update environmental analysis to ensure that it is used as a base line for planning.
 - (ii) Develop operational plan for station/centre based on provincial annual performance plan and ensure successful implementation.
 - (iii) Plan and monitor the execution of projects relating to the implementation of the Strategy/plan.
 - (iv) Monthly monitoring of the annual performance plan targets.
 - (v) Communicate regularly with station/centre management and facilitate the development of and participation in a centre strategic / operational plan.
 - (vi) Participate in integrated partnerships with local authorities.

- (b) Ensure effective and efficient Leadership:-
 - (i) Co-ordinate stakeholder relations with other state departments and Law Enforcement Agencies (LEAs).

- (c) Management of service delivery improvement:-

- (i) Manage administration systems.
- (ii) Implement administrative processes to ensure registers are inspected weekly.
- (iii) Ensure that statistics kept are correct, current and forwarded by due dates and monitored and made available at centres.
- (iv) Manage and ensure effective external community communication and liaise with local Community Police Forums.
- (v) Ensure that Testing Centre Stations (TCS) are operating optimally.
- (vi) Ensure that prescribed Acts, Policies and Procedures of the Department are implemented and adhered to.
- (vii) Ensure that all the relevant records and registers thereof are filed properly and kept up to date at all times

(d) Management of Human Resources:-

- (i) Manage grievances according to prescribed procedures.
- (ii) Facilitate at least one team building activity per quarter for the centre.
- (iii) Ensure that leave is utilized and managed according to the relevant policies and instructions.
- (iv) Develop and implement in-service training program and monitor formal training needs of the unit.
- (v) Manage performance of staff.

(e) Financial Management

- (i) Monitor monthly expenditure and inspection reports from the Province and implement corrective action in problem areas.
- (ii) Regular budget control and management discussions as part of management meetings.
- (iii) Document overtime planning based on priorities.
- (iv) Participate in budget planning as required by the Province.
- (v) Respond to requests from head office regarding outstanding financial queries within provided time limit.

(f) Ensure effective and efficient Asset Management

- (i) Monitor vehicle costs for station/centre vehicles (as per worksheet) and identify and monitor members involved in accidents and ensure that motor vehicle fleet is managed properly and that vehicles are in good running order.
- (ii) Ensure effective loss control measures are in place to address loss of firearms and other related equipment i.e. the relevant equipment that get lost and put measures in place to deal with it.
- (iii) Manage assets as per inventories of station/centre.

Knowledge	Skills and competencies
<ul style="list-style-type: none"> • Extensive knowledge of Traffic Management policies and regulations • Relevant legislations and traffic management regulations • Driving skills • Vehicle inspections/impoundment 	<ul style="list-style-type: none"> • Records management • Resource management • Customer relationship management • Planning • Organising • Controlling • Monitoring • People Management • Service delivery • Communication skills • Decision making skills • Results and quality management • Problem solving • Innovation/ continuous improvement • Analytical • Negotiation • Initiative • Computer literacy • Project management • Mentor and coaching • Leadership skills

For additional details, consult the draft Public Service Middle Management Competency Framework and Dictionary and determine the skills and competencies required for the specific job. The competency framework is also available at <http://www.dpsa.gov.za/documents/ep/MMCFDictionaryConsolidated18July.pdf>.

E. APPOINTMENT REQUIREMENTS

Minimum appointment requirements

1. Relevant Tertiary qualification (3 year Diploma/Degree or equivalent);
2. 3-5 years supervisory experience;
3. 7 – 10 years working experience in the traffic law enforcement field;
4. All valid relevant driving licenses (A and EC); and
5. No Criminal record.

E. APPOINTMENT REQUIREMENTS

Minimum appointment requirements

1. Relevant Tertiary qualification (3 year Diploma/Degree or equivalent);
2. 3-5 Years supervisory experience;
3. 7- 10 years experience working experience in the field in traffic law enforcement field;
4. All valid relevant driving licenses (A and EC); and.
5. No Criminal record.

F. CAREER PATHING

Compliance with the requirement of higher posts.

G. AMENDMENTS TO JOB DESCRIPTION

The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she may deem reasonable, after due consultation with the post holder.

H. PERFORMANCE AGREEMENT

The Performance Agreement of the incumbent, which contains a work plan and specific target dates, should be read as an extension of this job description. The performance agreement may also contain an annexure outlining any standard operating procedures that the incumbent should adhere to during the execution of his/her key performance areas.

I. JOB DESCRIPTION AGREEMENT

SIGNATURE OF POST HOLDER

SIGNATURE OF MANAGER

DATE:

DATE:

BENCHMARK JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

POST HOLDER:

JOB TITLE : CONTROL PROVINCIAL INSPECTOR
CORE CODE :
POST LEVEL AND SALARY CODE :
LOCATION :
POSTS REPORTS TO :
DATE OF APPOINTMENT :

B. JOB PURPOSE

Provide strategic leadership and manage performance to create a dynamic organisational culture that will develop all staff members to implement national and provincial traffic law enforcement strategies and legislation.

C. KEY PERFORMANCE AREAS

- (a) Provide effective and efficient leadership
 - (i) Co-ordinate stakeholder relations with other state departments and Law Enforcement Agencies (LEAs).
 - (ii) Provide strategic guidance and leadership to law enforcement officials.
- (b) Evaluate the activities of the Regional/District Operational plans to ensure strategic alignment with the Strategic plan, budget statements and national and provincial strategies.
 - (i) Co-ordinate the development of standardized operational plans.
 - (ii) Monitor and evaluate operational performance of the region to ensure continuous alignment and development.
 - (iii) Develop and maintain corrective action on identified problem areas.
 - (iv) Research and capture national and international traffic law enforcement best practice.
 - (v) Promote a holistic integrated management approach in terms of support and other functions.

- (vi) Create and facilitate an enabling environment between provincial and local government in respect of traffic law enforcement and ensure alignment across these spheres.
- (c) Co-ordinate the collection and analysis of regional law enforcement statistics, conduct research, formulate policy and develop new strategies and models to improve service delivery
- (i) Ensure that environmental analysis of each centre is updated on an annual basis and reviewed on a quarterly basis.
 - (ii) Develop a monitoring mechanism to co-ordinate law enforcement operations and statistics.
 - (iii) Develop provincial policies in terms of operations, public transport, legislation, equipment and prosecutions
- (d) Provide strategic leadership and mentoring to regional/district role-players regarding strategies, developments and trends
- (e) Manage and co-ordinate human resource processes in the region/district
- (f) Manage and co-ordinate the budget process and utilisation of facilities, vehicles and equipment of the region/district
- (i) Monitor the budget of the region to prevent over/under spending on a monthly basis.
 - (ii) Monitor the procurement and utilization of equipment of and services provided to the centre.
 - (iii) Ensure appropriate use of all facilities.

D. INHERENT REQUIREMENTS OF THE JOB

D.1.Competencies	
Managerial competencies	Generic competencies
<ul style="list-style-type: none"> • Planning • Organising • People Management • Service delivery • Communication • Decision making • Results and quality management • Problem solving • Reports writing • Workplace Relations • Conflict Management • Management • Monitoring and evaluation 	<ul style="list-style-type: none"> • Customer management • Results/ quality management • Innovation/ continuous improvement • Analytical • Negotiation • Initiative • Computer literacy • Project management
D.3. Skills and knowledge	
Knowledge	Skills
<ul style="list-style-type: none"> • Manage the implementation of Public Transport and Traffic Law Enforcement policies and regulations • Driver fitness inspections • Vehicle fitness inspections • Completion of Law Enforcement documents • Operator fitness inspections • Investigations • Working knowledge of applicable legislations – Public transport and traffic environment 	<ul style="list-style-type: none"> • Records management • Resource management • Customer relationship management • Performance management • Finance management • Conflict management • Projects management • Self-management • Time management • Risk management • Change management • Public Information Management

For additional details, consult the draft Public Service Middle Management Competency Framework and Dictionary and determine the skills and competencies required for the specific job. The competency framework is also available at <http://www.dpsa.gov.za/documents/ep/MMCFDictionaryConsolidated18July.pdf>.

E. APPOINTMENT REQUIREMENTS

Minimum appointment requirements

1. Relevant Tertiary qualification (3 year Diploma/Degree or equivalent);
2. 7 - 10 Years experience working experience in the field in Traffic Law enforcement;
3. 3 - 5 Years Management experience;
4. Valid Driving License at least a code B.
5. No Criminal record

F. CAREER PATHING

Compliance with the requirement of higher posts.

G. AMENDMENTS TO JOB DESCRIPTION

The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she may deem reasonable, after due consultation with the post holder.

H. PERFORMANCE AGREEMENT

The Performance Agreement of the incumbent, which contains a work plan and specific target dates, should be read as an extension of this job description. The performance agreement may also contain an annexure outlining any standard operating procedures that the incumbent should adhere to during the execution of his/her key performance areas.

I. JOB DESCRIPTION AGREEMENT

SIGNATURE OF POST HOLDER

SIGNATURE OF MANAGER

DATE:

DATE: