



Bela-Bela Local Municipality invites applications from suitably qualified candidates to fill vacant positions within its establishment.

BUDGET & TREASURY DEPARTMENT

Billing Officer (Post level 06)

Duration: Permanent

Salary: R 269 178.31 per annum excluding benefits

Notice Number: 44/21

Requirements: Grade 12 plus Diploma Financial Management. Minimum of 2-year relevant experience.

Knowledge and Skills: The candidate must have a working knowledge of computers and electronic data processing, ability to communicate effectively verbally and in writing. Must, be able to work under pressure. Computer literacy.

Key Performance Area: Process new applications and capture information into the billing system
Allocate new account numbers for consumers. Confirm and finalise meter readings. Record new accounts applications. Conduct audit on new accounts. Process the refuse removal levy for all new buildings by completion of applicable documentation. Inform meter readers of all new applications. Discontinue services where no deposits were paid. Oversee the closures of consumer accounts accordingly with all documents, all closing readings e.g. final meter readings. Capture of final readings and allocate deposit. Check consumer information and make corrections if needed Verify the consumer information and ensure accuracy. Attend general enquiries regarding final readings. Make adjustments/corrections of faults on consumer accounts by following the approved procedure. Update journals on consumer deposits. Perform any other duties as may be delegated by Management.

Accountant Creditors (Post level 04)

Duration: Permanent

Salary: R 361 915.94 per annum excluding benefits

Notice Number: 47/21

Requirements: Grade 12 plus National/Advanced Diploma in Accounting /Financial Management or equivalent qualification. Minimum of 2 years relevant experience. Knowledge of Munsoft will be an added advantage.

Knowledge and Skills: Good management, human relations, interpersonal and communication skills. Sound knowledge of the standards of Generally Recognised Accounting Practice (GRAP). Analytical Skills. High level of accuracy, Ability to work under pressure.

Key Performance Area: Perform validity check of creditors and debit orders. Prepare payments for creditors taking discounts, debit/credit notes, etc. ensuring that invoices are completed and paid on time. Reconcile account balances against statements and generating reports detailing the status of creditor's accounts for analysis purposes. Analyse and manage creditor statements and invoices, Perform monthly bank reconciliation. Perform any other duties as may be delegated by Management.

Creditors Officer (Post level 06)

Duration: Permanent

Salary: R 269 178.31 per annum excluding benefits

Notice Number: 48/21

Requirements: Grade 12 plus Diploma in Accounting /Financial Management or relevant/equivalent qualification. Minimum of 2 years relevant experience. Knowledge of Munsoft will be an added advantage.

Knowledge: The candidate must have a working knowledge of computers and electronic data processing, ability to communicate effectively verbally and in writing. Must, be able to work under pressure.

Key Performance Area: Receiving and processing authorized orders, requisitions and any related payments. Creating new creditors masters on the system. Preparing Electronic payment transfers. Perform any other duties as may be delegated by Management.

Re-Advert

Municipal Finance Management Internship Programme (MFMP) (5 x Positions)

(Two-year fixed contract)

Salary: R100 000 per annum (All-inclusive remuneration package)

Notice Number: 20/21

Requirements: • A Grade 12 plus National Diploma in Accounting, Finance, Auditing; be between the ages of 21 and 35 years. Must be computer literate.

Knowledge: Ability to work under pressure and maintaining a high level of accuracy; Good verbal and writing communications skills.

Key performance areas: • The appointed intern will be allowed to get practical exposure in the following field; Revenue Management; Expenditure Management; Supply Chain Management; Assets Management; Budget and Reporting; Internal Audit and General Financial Management functions.

Re-Advert
Accountant Budget (Post Level 4)
Duration: Permanent
Salary: R 361,915.94 per annum excluding benefits
Notice No: 51/21

Requirements: Grade 12 plus National Diploma in Accounting /Financial Management or relevant/equivalent qualification. Must have 2 years relevant experience in budgeting and financial reporting. A valid Code B driver's license.

Knowledge: Must have sound knowledge of the Municipal Finance Management Act (MFMA). Understanding of budget process flow. A clear understanding of budget principles and reporting standards. Good budget and financial management skills. Must be able to monitor and control the budget. Must understand mSCOA. Must have good report writing skills. Must be able to work independently, under pressure and meet deadlines.

Key Performance Area: Receive budget estimates from departments and critically examine their correctness, accuracy, completeness, and conformance with established procedures, regulations, and municipal objectives. Study the previous budget and also take into consideration the benefits and losses that occurred during the previous financial years, due to budget planning, Consolidate data for budget presentation and also provide an overview of the financial status of all the operations, Analyse actual results to budgets and forecasts. Ensure the correct allocation of expenditure and income. Prepare Annual Financial Statements according to Generally Recognized Accounting Practice Standards. Reconcile investments and bank accounts.

Re-Advert
Accountant Reporting (Post Level 4)
Duration: Permanent
Salary: R 361,915.94 per annum excluding benefits
Notice No: 52/21

Requirements: Grade 12 plus National Diploma in Accounting /Financial Management or relevant/equivalent qualification. Must have 2 years relevant experience in budgeting and financial reporting. A valid Code B driver's license.

Knowledge: Must have sound knowledge of the Municipal Finance Management Act (MFMA). Understanding of budget process flow. A clear understanding of budget principles and reporting standards. Good budget and financial management skills. Must be able to monitor and control the budget. Must understand mSCOA. Must have good report writing skills. Must be able to work independently, under pressure and meet deadlines.

Key Performance Area: Review departmental reports related to the budget, Prepare a monthly financial report to include budget-to-actual revenue and expenditure information, Prepare quarterly and mid-year financial reports, and analyse significant variances, Annual financial statements, Prepare, using Generally Recognised Accounting Practice (GRAP), annual financial statements that convey a fair presentation of information. Submit completed report to the Manager for verification before Budget & Treasury subcommittee.

Salary Officer (Post Level 6)
Duration: Permanent
Salary: R 269 178.31 per annum excluding benefits
Notice No: 53/21

Requirements: Grade 12 plus National Diploma in Accounting /Financial Management or relevant/equivalent qualification. Must have 2 year's relevant experience in payroll. Knowledge of the payday system will be an added advantage.

Knowledge: Sound knowledge of the Municipal Finance Management Act (MFMA). Must understand mSCOA. The candidate must have good report writing skills. Ability to work independently, and under pressure.

Key Performance Area: Calculate and process remuneration for all people within the Municipality's payroll. Administration of all entries of the payroll system. General payroll management. Print IRP5 for all employees and manage duplicates. Attend to enquiries and all correspondences relating to the payroll.

CORPORATE SERVICES DEPARTMENT

Re-advert

Divisional Manager Council Administration (Post Level 1)

Duration: Permanent

Salary: R 572 758.04 per annum excluding benefits

Notice No: 73/21

Requirements: Grade 12 Certificate plus a 3 Year National Diploma/ Bachelor Degree in Public Administration/Public Management/Business Management/ Political Science/Computer Literacy or equivalent; Driver's License. Minimum of 5 years' experience in a Corporate Services environment.

Knowledge and Skills: Good communication skills; competent knowledge of computer applications; Good presentation and report writing skills; Be able to work excessive hours and under pressure; integrity is highly recommended; the candidate should be able to maintain a high level of confidentiality, Excellent etiquette, and interpersonal skills.

Key Performance Areas: Compilation of Municipal Council Committees agendas and manage any other logistical and procedural requirements associated with Council and Management meetings. Advise all Council Committees about the implementation of Council approved Standing Rules and Orders and other related legislation.

Allocate secretarial resources in accordance with the status and complexity of meetings and compile minutes thereafter. Managing the human and financial resources of the Council Administration Division; compile monthly and quarterly reports as and when required. Perform any other duties as may be delegated by Management.

Council Admin Officer (Post level 04)

Duration: Permanent

Salary: R361 915.94 per annum excluding benefits

Notice Number: 42/21

Requirements: Grade 12 plus a National Diploma in Public Administration/Public Management/Development Administration/ or relevant qualification. Computer literacy and Valid Code B Driver's License. 2 years relevant working experience.

Knowledge and Skills: Good knowledge of Local Government Legislations. Report writing skills. Problem-solving skills. Be proactive. Good interpersonal and communication skills; Ability to work independently; Good people management skills, report writing skills; Negotiating and conflict handling skills.

Key Performance Areas: Develop Corporate Calendar of Events for approval by the Municipal Council. Arrange Council and Council Committees meetings. Advertise Council and other meetings as may be required by legislation. Facilitate the acquisition of office and other equipment required for the division's operations. Provide secretariat as and when required.

Guide on meeting procedures. Regularly update the Council Resolutions Register and report to the Municipal Council and its Committees. Perform any other duties as may be delegated by Management.

Administrative Assistant: Council Support (Post level 6)

Duration: Permanent

Salary: R269, 178.31 per annum excluding benefits

Notice No: 67/21

Requirements: Matric Certificate plus National Diploma in Public Administration/ Public Management/Development studies/Human Resources Management or equivalent. One year of relevant working experience. Computer literacy. A valid driver's licence.

Knowledge and Skills: The candidate must have good knowledge of the Local Government sector and other applicable legislation. Planning and organizing skills. Good communication skills. Computer literate in MS Office Packages Knowledge of relevant legislation is essential.

Key Performance Area: Compilation of agendas for Top Management, Subcommittees and the Municipal Council meetings and for any other meetings as and when required. Distribute agendas in preparation for meetings. Provide secretarial services during meeting proceedings. Distribute information to members of Committees as may be delegated by Management. Record and update Minutes and Municipal Council Resolution Register. Perform any other lawful duties as may be delegated by Management.

IT Technician (Post Level 4)

Duration: Permanent

Salary: R361 915.94 per annum excluding benefits

Notice Number: 64/21

Requirements: Grade 12 plus National Diploma in Information Technology or equivalent. Minimum of 2 years relevant experience in ICT Environment.

Knowledge and Skills: Must have supervisory skills; Knowledge of computer networks, hardware, software and peripheral devices. Good communication, interpersonal skills; Knowledge of Information Technology troubleshooting Skills.

Key Performance Area: Installation, support and maintenance of network hardware and operating systems. Network infrastructure problem solving; Installation and maintenance of PC hardware and operating. User support on PC hardware and software. Liaise with internal department and vendors for supply of equipment. Respond to any user-related faults logged with the office and resolve the faults and user queries. Configure printers and drivers on the local workstation. Reset passwords for systems used at the municipality. Configure and troubleshooting IP Telephones. Installing all software on the workstation as required. Checking that all workstations are virus free and up to date with the latest definitions. Perform any other duties as may be delegated by Management.

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT

Divisional Manager Human Settlement and Properties (Post level 01)

Duration: Permanent

Salary: R 572 758.04 per annum excluding benefits

Notice Number: 38/21

Requirements: Grade 12 Certificate plus 3 Year National Diploma /B Degree in Building Sciences or equivalent, Valid Code B Drivers Licence. Minimum of 5 years relevant experience.

Knowledge and Skills: Strategic and analytical thinking. Conceptualisation skills. Business Plan drafting. Presentation skills. Good administrative and communication skills. Financial management skills. Knowledge of National Treasury Regulations including PPPs and facilitation of private investments in housing development. Supervisory ability. Project management. Good knowledge of MS Word, Excel and Outlook.

Key Performance Area: Implement Housing Policies of the Municipality, Housing Act, National Housing Code and other applicable legislation and guidelines. Establish relationships with key role players in the property market for a complimentary programme alignment and implementation aimed at address housing needs and other support services. Identify properties within the urban edge of CBD for spatial restructuring and housing opportunities. Administer Low-Cost Housing opportunities and ensure compliance with applicable legislation and policies. Manage the needs Register/Housing Waiting List.

Senior Project Management Officer (Post level 03)

Duration: Permanent

Salary: R 380 349.29 per annum excluding benefits

Notice Number: 39/21

Requirements: Grade 12 Certificate plus 3 Year National Diploma in Project Management/Building/Town and Regional Planning or equivalent. Valid Code B Drivers Licence. Minimum of 3 years relevant working experience.

Knowledge and Skills: Good interpersonal and communication skills; Ability to work independently; Good people management skills, writing and calculation skills; Negotiating and conflict management skills. Good knowledge of MS Word, Excel and Outlook.

Key Performance Area: Monitor the performance of the contractor in the construction of houses according to the project plan and progress schedule. Inspect completed structures and monitor the different phases with relevant stakeholders. Work closely with National Home Builders Registration Council (NHBC) with regards to project enrolment in rural/urban development and monitor projects compliance. Facilitate the mediation and resolution of subsidy disputes by attending to queries from stakeholders. Prepare project closeout reports in terms of performance and reporting framework at the end of every project. Maintain a housing allocation database and all verified and approved beneficiaries. Perform any other duties as may be delegated by Management.

Property Management Officer (Post level 04)

Duration: Permanent

Salary: R361 915.94 per annum excluding benefits

Notice Number: 40/21

Requirements: Grade 12 Certificate plus a 3 Year National Diploma in Property Management/ Building or equivalent. Valid code B Drivers Licence. Minimum of 2 years relevant working experience.

Knowledge and Skills: Good interpersonal and communication skills; Good knowledge of MS Word, Excel and Outlook. Basic knowledge of credit control principles. General knowledge of the following legislations: Local Government Municipal Finance Management Act No 56 of 2003 (MFMA), National Building Regulations and

Building Standards No 49 of 1995, Rental Housing Act 50 of 1999 and Occupational Health & Safety Act No 85 of 1993. Conflict management skills. Time management skills

Key Performance Area: Implement Council's resolutions relating to land alienation. Manage all land transactions and leasing following the provisions of the (MFMA). Management of land application and leasing enquiries. Draft contracts of lease and purchase agreement. Determine purchase price of properties in collaboration with the Legal and Valuation Divisions. Publish advertisements for development proposals. Inspect the properties leased regularly. Keep a record of lease agreements. Perform any other duties as may be delegated by Management.

SOCIAL AND COMMUNITY SERVICES DEPARTMENT

Environmental Officer (Post level 04)

Duration: Permanent

Salary: R 361, 915.94 per annum excluding benefits

Notice No: 74/21

Requirements: Matric Certificate plus National Diploma/Degree in Environmental Sciences/Management/Natural Science. Valid code B Driver's license. At least 02 years relevant experience in Environmental Management.

Knowledge and Skills: The candidate must have a thorough knowledge of Environmental Management, NEMA applications, EIA processes, Land Use and Development Application commentary, Experience in Environmental Compliance, Project Management Skills. Computer literacy (MS Office applications). A clear understanding of NEMA regulations. Interpersonal and communication skills. Ability to give attention to detail. Analytical Skills. Ability to work under pressure. Willingness to work after normal working hours, during emergencies and planned overtime. A clear understanding of Local Government.

Key Performance Area: Provide comments to Land Use and Development Planning applications, produce statutory reports on non-compliance by private and public sectors, execute functions in line with NEMA legislations and Municipal By-Laws (NEMA 107 of 1998 as amended). Initiate Environmental Management systems, programs and plans, and monitor implementation and compliances thereof. Keep abreast of developments, legislative changes, emerging trends and the latest technologies in the profession.

Superintendent Traffic: Law enforcement (Post Level 5)

Duration: Permanent

Salary: R 319 675.60 per annum excluding benefits

Notice No: 54/21

Requirements: Grade 12 plus Traffic Officers' Diploma. Registered as a Traffic Officer with a Clearance for Peace Officer Status. A valid code B/EB driver's license. Must not have a criminal record.

Knowledge and Skills: Knowledge of the National Road Traffic Act and other related legislations. Knowledge of Municipal By-Laws; Criminal Procedure Act and Administration. Computer Literacy and have good interpersonal relations.

Key Performance Area: Enforce Road Traffic Legislation. Traffic management. Participate in traffic policing projects and other related operations. Interact with Courts of Law as and when required. Perform any other duties as may be delegated by Management.

TECHNICAL SERVICES

Superintendent Electrical: Traffic & Streetlight (Post Level 5)

Duration: Permanent

Salary: R 319 675.60 per annum excluding benefits

Notice No: 57/21

Requirements: Grade 12 plus National Diploma in Electrical Engineering or Relevant Trade Test (Electrical) NQF6. Must have at least 3 year's supervisory experience in the electrical maintenance and/or construction field. A valid Code EC driver's license with PDP. ORHVS Certificate will be an added advantage.

Knowledge and Skills: Good communication and supervisory skills. Report writing skills. Good interpersonal skills. Computer Literacy. Ability to give attention to details and to work under pressure.

Performance Area: Assist with the planning and design of new lighting installations, upgrading of existing lighting infrastructure, streets and traffic lights pole relocations, research and investigation into new lighting technologies, streetlight network maintenance and bulk lamp replacements. Must ensure that the daily work is done to the

satisfaction and to achieve the objectives of Council. Coordinate installing/commissioning of streetlight equipment. Perform any other duties as may be delegated by Management.

Electrician x 3 (Post Level 6)
Duration: Permanent
Salary: R 269 178.31 per annum excluding benefits
Notice No: 58/21

Requirements: Grade 12 plus N4 Certificate in Electrical Engineering and a Relevant Trade Test. 2 years' experience in the electrical maintenance and/or construction field. A valid Code EC driver's license with PDP. ORHVS Cert will be an added advantage.

Knowledge and Skills: Must be able to interpret engineering drawings. Be able to work under minimum supervision. Be able to work under pressure. Be willing to work extra hours when required. Be willing to work standby. Good interpersonal skills. Ability to handle hydraulic lifting and pneumatic high voltage pressure cable fault finding equipment.

Performance Area: Construction, maintenance and operation of electrical networks (11KV and 22KV). Maintenance of the high and low voltage networks to supply electricity to consumers. Maintenance on streetlights, high mast and area lights. Fault finding. Testing of equipment. Locating and spiking of cables. Installations of new equipment. Provide electrical maintenance services to ensure continuous power supply. Perform maintenance on overhead lines, substations and substation switching yards and other general duties. Perform duties associated with the creation of new assets on the electrical infrastructure. Provide electrical maintenance services. Perform any other duties as may be delegated by Management.

OFFICE OF THE MUNICIPAL MANAGER
Divisional Manager Communications (Post Level 1)
Duration: Permanent
Salary: R 572 758.04 per annum excluding benefits
Notice No: 62/21

Requirements: Grade 12 Certificate plus a National Diploma/Bachelor's Degree in Media Studies/Journalism/Public Relations /Communication/Law or equivalent; Valid Code B Driver's License. Minimum of 5 years' relevant working experience.

Knowledge and Skills: Good leadership and managerial skills, excellent communication skills. Good presentation and report writing skills, Design of communication structures, monitor and manage all communication, advanced interpersonal skills; Sound knowledge of the respective Communication media; Networking skills; Speech writing skills. Good knowledge of Customer Care environment with Call Centre Management.

Key Performance Area: Manage Customer Care Call Centre, conduct Customer Satisfaction Survey; Develop and execute solid media marketing strategy, uploading, and management of the Municipal Website contents, establish and develop Communication policies and strategies. Reporting on internal and external communication effectiveness, enhancing relationships with the public and other stakeholders. Coordinate and control tasks/activities associated with the Municipality and Government programmes, functions and ceremonial activities. Advice municipal officials and Councillors on matters of protocol, ceremonial and diplomatic policies activities and precedence. Perform any other duties as may be delegated by Management

IDP Officer (Post Level 04)
Duration: Permanent
Salary: R 361 915.94 per annum excluding benefits
Notice No: 60/21

Requirements: Grade 12 plus National Diploma in Development Studies or Public Administration. Must have at least 2 years relevant experience. Valid Code B Drivers Licence.

Knowledge and Skills: Must have Knowledge of the Municipal Systems Act, Municipal Structures Act, and Municipal Finance Management Act. Computer literacy in MS Office Suite. Problem-solving skills. Research and report writing capabilities. Sound and professional interpersonal skills. Good in administration, organisational skills. Ability to function with a team and under pressure.

Key Performance Area: Coordinate the development of the Integrated Development Plan (IDP) in conjunction with the District. Update and facilitate the annual review of the IDP, the IDP Framework and the Process Plan for the Municipality. Arrange strategic work sessions to establish the long term vision and strategy of the Municipality. Conduct secondary research on the IDP related activities, key government policies and programmes that must align with the Municipal IDP. Coordinate the implementation of the IDP of the Municipality. Coordinate public participation activities. Provide administrative support. Perform any other duties as may be delegated by Management.

Internal Auditor (Post Level 04)
Duration: Permanent
Salary: R 361 915.94 per annum excluding benefits
Notice No: 61/21

Requirements: Grade 12 plus National Diploma in Internal Auditing or relevant equivalent qualification. Must have at least 2 years of experience in the auditing field. Must have valid code B driver's licence.

Knowledge and Skills: The candidate must have good interpersonal relations and communication skills. Be Computer literate and have report writing skills. Analytical thinking, effective problem-solving skills. Good understanding of GAAP / GRAP & IIA standards, an adequate understanding of MFMA. High standard of honesty, objectivity, diligence and loyalty. Must be computer literate.

Key Performance Area: Gathering evidence about operations of various departments for review. Evaluate the evidence gathered. Determine whether the operations of departments meet acceptable standards. Assess the effectiveness of controls and operations. Check that agreed solutions between audit and management were implemented during follow-up audits. Report findings of the review to the Senior Internal Auditor and monitor implementation of recommendations. Perform any other duties as may be delegated by Management.

Bela-Bela Local Municipality has a firm commitment to the advancement of designated groups, including women and people with disabilities. If you meet the requirement, forward the completed application form obtainable at the Municipal Records Office and Website (www.belabela.gov.za), CVs and supporting documents to the **Acting Municipal Manager, Private Bag x 1609, Bela-Bela, 0480**. For further information kindly contact Ms. N. Ramolobeng or Ms. M. Mathe on 014 736 8000/8084/8070. Should candidates not be notified of the outcome of their applications within ninety days of the closing date, please consider your application unsuccessful. **Faxed and emailed applications will not be accepted.** The Municipality reserves the right not to fill the positions. Further note that all shortlisted applicants will be subjected to security vetting and information verification.

CLOSING DATE: 27 JULY 2021

SELAPYANE JB (Ms)
ACTING MUNICIPAL MANAGER