



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

OFFICE OF THE MUNICIPAL MANAGER

Divisional Manager Communications (Post Level 1)

Duration: Permanent

Salary: R 506 165, 63 per annum excluding benefits

Notice No: 03/19

Requirements: Matric certificate and a Bachelor's Degree in Media Studies/Journalism/Public Relations /Communication; Valid driver's license; minimum of 3 years' working experience in journalism or communication field at a supervisory level.

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. Advise municipal officials and Councillors on matters of protocol, ceremonial and diplomatic policies activities and precedence. Perform any other duties as may be delegated.

BUDGET & TREASURY DEPARTMENT

Divisional Manager Revenue (Post level 1)

Duration: Permanent

Salary: R506 165, 63 per annum excluding benefits

Notice Number: 04/19

Requirements: Matric Certificate, and Bachelor's Degree in Accounting/Finance or equivalent. Minimum of 3 years' relevant experience. A valid driver's license.

Knowledge and Skills: Knowledge of the Local Government Sector and applicable legislation; Municipal Standard Chart of Account (MSCOA); Generally Recognized Accounting Practice (GRAP); planning and organizing skills; good analytical, interpersonal relation and negotiation skills; people, leadership and management skills; good communication (verbal and writing) skills; report writing skills; good understanding of strategic planning and performance management as well as monitoring and evaluation; the candidate should also be prepared to work long hours and under pressure.

Key performance Area: Plan, coordinate and manage the activities of the division associated with the delivery of revenue services to the Municipality. Perform revenue-related activities to ensure the accurate recording of information regarding revenue management. Develop and ensure the implementation of the Credit Control Policy and the Revenue Enhancement Strategy. Ensure that all debtor accounts are promptly managed. Compile financial statistical information/reports relating to income collection for municipal services to Management, Council and all relevant authorities. Responsible for billing, cash management, and valuation roll. Develop and monitor systems, policies, procedures, and processes relating to revenue, credit control and debt collection to ensure correct working operations and practices. Attend to matters raised by external and internal auditors. Perform any other duties as may be delegated.

Account Preparation Officer (Post level 06)
Duration: Permanent
Salary: R237 881.97 per annum excluding benefits
Notice Number: 19/19

Requirements: Matric Certificate, National Diploma in Finance, 2 years relevant experience, computer literacy, drivers licence, communications and numeracy skills are essential.

Knowledge and Skills: Conflict management, ability to work independently, accounting skills, managerial and supervisory skills, accuracy and ability to pay attention to details.

Key Performance Area: Supervision of billing section: Ensure that registers for services, readings, test meters and complaints are kept for audit purposes. Respond to correspondences, telephone, and other related enquires. Ensure that journals are posted, Ensure that levies for different services are balancing to votes in main ledger. Ensure that ratifications are done to reflect correctness of accounts. Report on monthly levies, non-functional meters and water losses. Create new units and ensure that customers are charged for all services. Ensure that the correct tariffs are used. Monthly billing to accounts after all the pre-billing reports have been compiled. Perform any other duties as may be delegated by Management.

Re-advert
Meter Readers 2x (Post Level 15)
Duration: Permanent
Salary: 103 584.70 per annum excluding benefits
Notice Number: 05/19

Requirements: Grade 10 Certificate, Minimum of 1-year working experience. The incumbent must be physically fit, in good health and willing to undergo through pre-employment medical screening processes.

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

Key Performance Area: Take readings of water and electricity meters according to billing cycles; disconnect and reconnect electricity and water meters as and when required. Place water restrictors in meters for non-payers; Assist in the delivery of service accounts; Assist in data processing associated with the billing of consumer and other public services. Perform any other duties as may be delegated.

CORPORATE SERVICES DEPARTMENT

Divisional Manager Council Administration (Post Level 1)
Duration: Permanent
Salary: R 506 165, 63 per annum excluding benefits
Notice No: 06/19

Requirements: Matric Certificate and a Bachelor` Degree in Public Administration/Public Management/ Political Science/Computer Literacy; Driver`s License. A minimum of 3 years` experience in the Municipal 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 the 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 with regard to the implementation of Council approved Standing Rules and Orders and other related legislation. Allocate secretarial resources in accordance with 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.

IT Technician (Post Level 4)
Duration: Permanent
Salary: R319 937.34 per annum excluding benefits
Notice Number: 07/19

Requirements: Matric Certificate, Diploma in Information Technology or equivalent; Minimum of 2 years' experience in IT environment.

Knowledge and Skills: The candidate 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 local workstation. Reset passwords for systems used at the municipality. Configure and troubleshooting IP Telephones; Installing of 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.

Cleaner x 1 (Post Level 15)
Duration: Permanent
Salary: R103 584.70 per annum excluding benefits
Notice No: 08/19

Requirements: Basic level of literacy or ABET Level 3; 1-year relevant experience. The incumbent must be physically fit, in good health and willing to undergo through pre-employment medical screening processes

Knowledge and Skills: Ability to work as a team and independently. Integrity is highly recommended; must be able to take instructions given; should have good communications skills, also willing to work long hours as and when required. The incumbent must be service delivery orientated.

Key Performance Area: To undertake activities associated with maintaining cleanliness of designated areas and proving support during the relocation of office furniture/ equipment in accordance with the given instructions. Cleaning offices and public buildings, Sweeping, washing, scrubbing, polishing floors, Dusting, Arranging tables and/or chairs, Cleaning windows, Filling water bottles with clean water, Moving furniture within the offices of the municipality; Preparing and serving refreshments for meetings. Perform any other duty as may be delegated.

TECHNICAL SERVICES DEPARTMENT
Chief Electrical Engineer
Duration: Five-year performance-based contract
Salary: Negotiable
Notice No: 20/19

Requirements: Matric Certificate and BSC/ B-Tech in Electrical Engineering. The candidate must be registered as a Professional Engineer with Engineering Council of South Africa (ECSA) Computer Literacy Certificate and a valid Driver's License. At least 3 years' relevant experience.

Knowledge and Skills: Good knowledge and understanding of Electrical Regulation Act No 4 of 2006 and other related legislation. Good knowledge and understanding of institutional governance systems and performance management, understanding of the Municipal Council operations and delegation of powers, as well as legislation governing the Municipality.

Key Performance Area: The candidate will be responsible for the strategic management of the electrical division and other related resources. Responsible for the planning, design, construction, and maintenance of electrical networks and systems. Also responsible for high voltage switching. Management of distribution, planning, construction, project management and supervision of electrical services. Perform any other duties as may be delegated.

Building Maintenance Officer (Post level 10)

Duration: Permanent

Salary: R143 733.44 per annum excluding benefits

Notice Number: 09/19

Requirements: Matric Certificate and N3 Building/Civil Engineering or equivalent. Valid Code C1 Driver's License. 2 years relevant experience.

Knowledge and Skills: The candidate must have supervisory skills; must be computer literate. Ability to work with a team and independently, integrity is highly recommended; the candidate must have excellent interpersonal communication (written and verbal) report writing and presentation skills and must be service delivery orientated.

Key Performance Area: Conduct facilities' site inspections (including satellite offices) and assess the condition of the facilities. Perform maintenance as required in all Municipal buildings. Ensure compliance with the Occupational Health & Safety Act No 85 of 1993 in all Municipal buildings. Provide signage in all Municipal buildings. Perform any other duties as may be delegated.

Re-advert

Grader Operator (Post level 08)

Duration: Permanent

Salary: R 176 639.13 per annum excluding benefits

Notice Number: 10/19

Requirements: ABET or basic level of literacy. A minimum of 2 years relevant experience in operating the grader. A valid code C1 driver's license. The incumbent must be physically fit, in good health and willing to undergo through pre-employment medical screening processes.

Knowledge and Skills: Ability to work as a team and independently. Integrity is highly recommended; must be able to take instructions given; should have good communications skills and must be service delivery orientated.

Key Performance Area: Operating a heavy mechanical plant. Maintenance and construction of roads and other surfaces. Engaging controls to operate the grader in order to dig, demolish, loading as well as leveling to specified lengths or depths. Operating the grader to grade and remove layers of soil in accordance with instructions. Compacting, excavating and backfilling at roads and other construction sites. Conduct a regular machinery inspection and report any defects and breakdowns. Perform any other duties as may be delegated.

General Worker Roads Maintenance x 7 (Post Level 15)

Duration: Permanent

Salary: R103 584.70 per annum excluding benefits

Notice No: 11/19

Requirements: Basic level of literacy or ABET; 1-year relevant experience. The incumbent must be physically fit, in good health and willing to undergo through pre-employment medical screening processes.

Knowledge and Skills: Ability to work as a team and independently. Integrity is highly recommended; must be able to take instructions given; should have good communications skills and must be service delivery orientated.

Key Performance Area: Provides manual and physical labour on constructions and maintenance of roads. Perform any other duties as may be delegated.

General Workers Water & Sanitation X 7 (Post level 15)

Duration: Permanent

Salary: R103 584.70 per annum excluding benefits

Notice Number: 12/19

Requirements: Basic level of literacy or ABET Level 3; Minimum of 1 relevant year experience. The incumbent must be physically fit, in good health and willing to undergo through pre-employment medical screening processes. **Knowledge and Skills:** Ability to work as a team and independently. Integrity is highly recommended; must be able to take instructions given; should have good communications skills, also willing to work long hours as and when required. The incumbent must be service delivery orientated.

Key Performance Area: Digging trenches and holes. Clearing of bushes as and when required. Providing support during the installation, repair and maintenance of water and sanitation reticulation systems by using hand tools to excavate defined areas, laying of pipes and lines, Assist plumbers with the laying of pipes (water and sewer) and installation of water meters (repairs and new), Perform maintenance tasks on sewer systems, pump stations and workshop areas, Cleans worksites, stores equipment and tools, load and offload material as and when required, Cleaning of building and grounds, Offloading & Stacking of chemicals. Perform any other duties as may be delegated.



SOCIAL & COMMUNITY SERVICES

Re-Advert
Assistant Process Clerk (Post level 09)
Duration: Permanent
Salary: R157 099.28 per annum excluding benefits
Notice Number: 13/19

Requirements: Matric Certificate and Computer Certificate. Minimum of 2 years relevant experience.

Knowledge and Skills: Computer skills with extensive knowledge of Microsoft office package; Good Interpersonal and Communication Skills.

Key Performance Area: Daily cash reconciliations. Maintain Admission of Guilt register. Capture traffic fines. Handle enquiries from the public. Filing of documents on a daily basis. Compile and submit all the required reports. Issue receipts for payments of traffic fines at the Municipality and bank cash at Revenue Division together with the receipt duplicate. Maintain a file of receipts and notices and update the system to confirm payment of notice number. Participate in roadblocks to scan licenses using the system to identify traffic offenses. Receive payments for fines onsite and issue receipts. Perform any other duties as may be delegated.

General Worker Parks & Cemeteries x 9 (Post Level 15)
Duration: Permanent
Salary: R103 584.70 per annum excluding benefits
Notice No: 14/19

Requirements: Basic level of literacy or ABET Level 3; Minimum 1-year relevant experience. The incumbent must be physically fit, in good health and willing to undergo through pre-employment medical screening processes.

Knowledge and Skills: Ability to work as a team and independently. Integrity is highly recommended; must be able to take instructions given; should have good communication skills, also willing to work long hours as and when required. The incumbent must be service delivery orientated.

Key Performance Area: Sweeping, raking and picking up garbage; weeding flowerbeds and removing alien vegetation by using hand tools; removing plant debris, grass and branches clippings with hand tools; loading and offloading items like soil, garbage, compost, tree branches, garden refuse, fertilizer, plants, and wood from and to the vehicles. Open and close graves before and after funerals and level grave area and remove loose rocks by using hand tools; Apply fertilizers to plants in landscaped areas and playfields as per the instructions. Perform any other duties as may be delegated.

Pit Assistant (Post Level 15)
Duration: Permanent
Salary: R103 584.70 per annum excluding benefits
Notice No: 15/19

Requirements: Grade 10; Minimum 1-year relevant experience. The incumbent must be physically fit, in good health and willing to undergo through pre-employment medical screening processes

Knowledge and Skills: Ability to work as a team and independently. Integrity is highly recommended; must be able to take instructions given; should have good communications skills, also willing to work long hours as and when required. The incumbent must be service delivery orientated.

Key Performance Area: Check the engine and chassis number on the vehicle; Ensure safety of employees and visitors who have access to the pit; maintaining and cleaning of tools and the pit; maintaining and cleaning of the testing station building and its surroundings. Conduct any general maintenance as may be required and delegated.

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT

Divisional Manager Integrated Development Planning (Post level 1)
Duration: Permanent
Salary: R506 165, 63 per annum excluding benefits
Notice Number 16/19

Requirements: Matric Certificate, Bachelor's Degree in Development Planning, Public Administration/Bachelor Degree in Town Planning and Minimum 3 years relevant in Local Government environment and Driver's License.

Knowledge and Skills: Good knowledge and understanding of relevant policies and legislation, as well as Local Government Acts and Regulations; Good knowledge of Local Government Performance Management System; Good Knowledge of Municipal Strategic Planning.

Duties: The incumbent will be responsible for the development of the Integrated Development Planning (IDP) Process Plan. Facilitate the development/ review of the IDP. Facilitate the development/ review of Operational Business Plans (OBP) within the municipality. Conduct public participation processes as per the IDP Process Plan. Facilitate and draft the Service Delivery Schedule (SDS) for the Service Delivery and Budget Implementation Plan. Facilitate internal and external communication i.t.o. IDP process plan. Participate in Inter-Governmental Alignment and Relations. The incumbent will also be responsible for the alignment of the IDP, Budget and the Service Delivery and Implementation Plan (SDBIP). Ensure compliance with any legislation as far as the development, review and the implementation of the IDP is concerned. And also responsible for Information management to inform IDP processes and plans, the incumbent will further perform any other duties as may be delegated.

Performance Management Systems Officer (Post Level 4)

Duration: Permanent

Salary R319 837.34 per annum excluding benefits

Notice Number: 22/19

Requirements: Matric Certificate, National Diploma in Public Administration, Public Management, Development Planning and Local Government Management. 2 years working experience, Driver's license, Computer literate.

Knowledge and Skills: Knowledge of Local Government Good knowledge and understanding of relevant policies and legislation, as well as Local Government Acts and Regulations; Good knowledge of Local Government Performance Management System; Good Knowledge of Municipal Strategic Planning.

Key Performance Areas: Collate information on Performance Management System. Gather and compile performance information towards the development of Service Delivery and Budget Implementation Plan (SDBIP). Liaise with departments and compile information for organizational in-year reporting. Coordinate the development of Performance Plans/Scorecards for staff members below Section 56 positions. Coordinate Performance reviews of staff members. Prepare all relevant documentations in preparation of individual performance reviews. Coordinate activities leading to the implementation of PMS. Facilitate the submission of reports and other performance related information to government departments as may be required. Facilitate the publishing of the performance information as per the legislative requirements. Perform other duties incidental thereto as may be assigned by the Supervisor.

Building Inspector (Post level 05)

Duration: Permanent

Salary: R282 508.13 per annum excluding benefits

Notice Number: 17/19

Requirements: Matric Certificate, National Diploma in Building Science or equivalent. Minimum of 2 years relevant experience. Computer Literate. A valid driver's licence.

Knowledge and Skills: Good interpersonal and communication skills; Ability to work independently; Good people management skills, writing and calculation skills; Construction experience; Ability to read building plans; Negotiating and conflict handling skills.

Key Performance Area: Examining and recommending for the approval of building plans and outdoor advertising applications in terms of the national building regulations, town planning schemes and other relevant legislation, policies and procedures; Perform building site inspections; Respond to verbal and telephonic queries from departments and members of public; Investigate complaints and if necessary instituting prosecutions. Responsible for monthly reports, data capturing and statistics; Ensure legal compliance in terms of relevant legislation, policies and procedures. Updating the building plans register.

Bela-Bela Local Municipality has a firm commitment to the advancement of designated groups, including women and the disabled. If you meet the requirement, forward completed application form obtainable at the municipal records office and website (www.belabela.gov.za), CVs and supporting documents to the **Municipal Manager, Private Bag x 1609, Bela-Bela, 0480**. For further information please contact N. Ramolobeng on 014 736 8000/8081/8070. 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: 08 MARCH 2019


MAKHUBELA SM
MUNICIPAL MANAGER