



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

**Technical Services Department
Electrician x 2
(Post Level 6)
Duration: Permanent
Salary: R175 554,62 – R203 402,85 per annum**

Requirements: N5 Electrical Engineering Certificate, qualified electrician with trade test (red seal) or equivalent. ORHVS Certificate and wireman licence will be an added advantage. Must have 3 years' relevant experience. Must have valid driver's licence.
Duties: Construction of high and low tension overhead lines. Maintenance of substations, streetlights and overhead lines and equipment on electrical system; install and configure traffic lights. Splicing and terminating high/low tension cables; Phasing 11 KV/22 KV audit 11 kva/22 v switches. Ensure uninterrupted electric flow. Monitor and control subordinates. Compile monthly and quarterly reports. Must be prepared to work overtime and perform standby duties.
Notice Number: 63/14

**PMU Technician
Duration: Three years' fixed term contract
Salary: Total cost to company R394 166,40**

Requirements: B-degree/B-Tech Civil Engineering. Minimum of three(3) years' experience in consulting engineers or in municipal environment. Project management experience in municipal infrastructure. Competency in engineering software and Microsoft. Valid driver's licence. Must have own vehicle.
Duties: Coordinate construction of projects as well as project implementation agents (technical and administrative). Evaluate technical and design reports. Evaluate progress of projects by conducting site inspections and attend meetings. Compilation of monthly reports for council and for submission to Cogesta. Provide technical support and evaluate proposed projects in alignment with the Municipality's IDP. Manage labour intensive projects in line with EPWP. Implement construction regulations as well as occupational health and safety measures on the construction site.
Notice Number: 67/14

**Process Controller
(Post Level 7)
Duration: Permanent
Salary: R148 093,40 – R167 986,56 per annum**

Requirements: National diploma/degree or equivalent qualification in Water Care. Finance Management. Major courses in Computer Science will be an advantage. Code EB driver's licence. At least 3 years' credible experience in water, waste water and laboratory analysis.
Duties: Operate and control waste water treatment process. Monitor the de-sludging and biological filtering process. Take meter readings on bulk water in the network. Take samples of raw water and analyse it for compliance with the set standards. Measure actual dosage rates and adjust it if necessary. Check and analyse results from external service providers and implement recommendations. Check the levels of stock and report shortages to the supervisor in time.
Notice Number: 68/14

**Water Quality Officer
(Post Level 7)
Duration: Permanent
Salary: R148 093,40 – R167 986,56 per annum**

Requirements: National diploma/degree or equivalent qualification in Water Care/Chemical Engineer or B.Sc. Chemistry/Biochemistry or related qualification. Code EB driver's licence. At least 3 years' credible experience in a municipal environment in potable water treatment and waste water treatment works. Must have knowledge of SCADA systems.
Duties: Perform/supervise operations and maintenance of water treatment works through the implementation of procedures, applications, systems and controls to facilitate municipal boundaries with regard to efficient and cost-effective service delivery. Inspect and analyse reports with respect to plant performance and implement corrective measures and change to operating parameters to deal with deviation. Conduct test analysis of water quality.
Notice Number: 69/14

**Electro-Mechanic Fitting/Turner
(Post Level 06)
Duration: Permanent
Salary: R175 554,62 per annum**

Requirements: Diploma in Millwright, Registered Millwright (Trade Tested). Code EB driver's licence. Be prepared to work under pressure and beyond scheduled timeframes including weekends and public holidays. 3 years' relevant trade experience in millwright working with pumps and electrical equipment.
Duties: Replacing defective parts of pumping machinery. Adjusting clearances and alignment of moving parts. Aligning pumps and equipment using hoists, jacks, hand tools, square rulers, micrometres and plumb bonds. Connecting power units to evaluate its mechanical operational conditions. Repairing and lubricating pumps and equipment. Managing subordinates, taking responsibility for all safety aspects.
Notice Number: 70/14

**Planning and Economic Development Department
Building Inspector
(Post Level 5)
Duration: Permanent
Salary: R208 488,30 – R230 243,23 per annum**

Requirements: National diploma/degree or equivalent qualification in Building Science. Familiar with National Building Standards Act. Code EB driver's licence. At least 2 years' credible experience in building environment.
Duties: Perform duties and activities as assigned under Act 103 of 1977. Inspect all building activities. Apply and see to the enforcing of all relevant Acts, building regulations, health regulations and fire regulations before approval of building plans. Control approval process of building plans. Attend to general building related complaints and enquiries. Attend to the general violation of building plans and building practices. Liaise with applicants and checking submission requirements on building.
Notice Number: 71/14

**Tourism Officer
(Post Level 5)
Duration: Permanent
Salary: R208 488,30 – R230 243,23 per annum**

Requirements: Diploma in Tourism or Information Management. Excellent written and verbal communication skills. Computer literacy. Valid driver's licence.
Duties: Co-ordinate all activities and initiatives relating to promotion and marketing of tourism within the Municipality including meetings, tourism booklets, branding initiatives, outdoor advertising etc. Develop, implement and manage the Tourism Information Management System. Provide input into the formulation of divisional operational and capital annual budgets aligned with IDP and tourism information provision requirements. Liaise with relevant information structures within BBM. Be responsible for web content and/or acquire content for websites and e-mail newsletter. Manage and continuously update the tourism website. Create and manage tourism database/conduct regular tourism statistical surveys/research. Be responsible for skills transfer, management of interns and ensuring effective product knowledge.
Notice Number: 72/14

**Geographic Information System (GIS) Officer
(Post Level 4)
Duration: Permanent
Salary: R236 036,90 per annum**

Requirements: A national diploma or degree in Geography/Town planning/GIS or equivalent with GIS as a major subject. At least 2 years' relevant experience. Code EB/08 driver's licence. Knowledge and experience of geographic database design, management and maintenance. Registration with PLATO will be an added advantage.
Duties: Implement and maintain a GIS database for the Municipality. Updating of the system when changes are effected on the spatial dimensions of the Municipality. Act as a custodian of GIS data directory structure, ensuring that it is properly used and that any addition or changes are implemented in a methodological way. Manage data capture projects and provide quality control over the acquisition of spatial data use in GIS. Provide GIS information for resources management, environmental impact assessment and planning. Create and update detailed maps for the purpose of assisting in master planning and development process. Collect and analyse data for research purposes from aerial photographs, satellite images, ground surveys and reports.
Notice Number: 73/14

**Town Planner
(Post Level 4)
Duration: Permanent
Salary: R236 036,90 per annum**

Requirements: A national diploma or degree in Town and Regional Planning or equivalent. At least 2 years' relevant experience. Valid driver's licence. Knowledge and experience of geographic database.
Duties: Coordinate, compile, implement and review the Spatial Development Framework and Land Use Scheme. Administer/process land development applications in terms of various legislations including township establishment, rezoning, subdivision etc. Support formulation of Spatial and Land Use planning policies and related planning. Provide professional planning input to all development, planning and related applications. Assist with the processing of alienation of municipal land to facilitate the process of ensuring security of tenure. Manage and monitor implementation of municipal spatial and land use projects.
Notice Number: 74/14

**Corporate Services Department
Manager Legal Services
Duration: Five years' performance based contract
Salary: Negotiable**

Requirements: Bachelor's degree in Law/LB or equivalent. Admitted as an Advocate or Attorney. Three years' post articles experience. Experience in municipal environment will be an added advantage. Code C1 driver's licence. Computer literacy.
Duties: Compile council resolutions and submit to relevant divisions and departments. Provide legal advice and assistance in general as well as with bylaws. Coordinate the compilation and promulgation of new bylaws and review of existing ones. Coordinate litigation processes for civil cases with the Municipality, councillors and officials to protect interest of the Municipality. Prepare legal opinions and, where relevant, liaise with external lawyers to ensure all legal matters are dealt with and resolved in the best interest of the Municipality. Develop and manage contract register. Interpret legal information. Originate and review legally binding contracts, agreements and policies/work instructions and ensure that they are in compliance

with all statutory, legal requirements. Collect and analyse data for research purposes from aerial photographs, satellite images, ground surveys and reports.
Notice Number: 75/14

**Divisional Manager Council Administration
Duration: Permanent
Salary: R373 545,40**

Requirements: Bachelor's degree/diploma in Public Administration/Political Science. Computer Literacy. Code C1 driver's licence.
Duties: Manage logistical and administrative requirements associated with Council meetings. Allocate secretarial resources in accordance with status and complexity of meetings. Ensuring that agendas are available in time for Council meetings. Managing budget within the division. Ensure that monthly as well as quarterly reports are compiled. Supervision of staff within the division.
Notice Number: 76/14

**EAP Practitioner
(Post Level 4)
Duration: Permanent
Salary: R236 036,90 per annum**

Requirements: Relevant B-degree (Social Work or Psychology). 2 years' relevant experience. Registration with the Health Professions Council or South African Social Services Profession Council will be an added advantage. Valid driver's licence.
Duties: To implement an integrated Employee Wellness Programme. Provide counselling and advisory services to employees (including their immediate family members) of companies contracted to the Municipality for the EAP service. Confidential personal as well as telephonic assessment, counselling, referral and follow-up for all types of personal problems that can interfere with job performance and overall well-being. Render work/life services referral for legal consultation, financial advice, performance improvement and human potential optimisation referrals to appropriate resources. Co-ordinate and manage professional well-being services provided by external service providers. Management consultation to assist supervisors with employees having job performance, conduct and attendance problems.
Notice Number: 77/14

**Salary Administration Officer
(Post Level 4)
Duration: Permanent
Salary: R236 036,90 per annum**

Requirements: Degree/diploma in Human Resources or Public Administration. 2 – 3 years' salary admin related experience. A valid driver's licence.
Duties: Day-to-day administration of all employee benefits offerings within the Municipality. Ensure efficient administration and monthly contribution deductions and payments for retirement funds, medical aid, funeral schemes and other employee benefit services. Handle daily queries from employees. Coordination and processing of benefit-related documents. Accurate processing of claims including death, disability and funeral claims.
Notice Number: 78/14

**Budget and Treasury Department
Divisional Manager Revenue
(Post Level 1)
Duration: Permanent
Salary: R373 545,40 per annum**

Requirements: Degree/diploma in Commerce/Accounting or equivalent with Accounting as a major subject. 3 years' related experience. A valid driver's licence.
Duties: Develop and monitor systems, policies and procedures relating to revenue, credit control and debt collection to ensure effective operations and practices. Analyse activities and information in terms of service delivery to identify trends and needs for new services. Coordinate and manage activities associated with delivery of revenue services. Guide and develop personnel on the processing sequences and attend to specific administrative processes associated with the rates payments, certification and correspondence.
Notice Number: 79/14

**Specialist: Financial Statements
(Post Level 1)
Duration: Permanent
Salary: R373 545,40 per annum**

Requirements: B-Degree/Diploma in Accounting or equivalent with Accounting as a major subject. 3 years' related experience. A valid driver's licence.
Duties: The collection and processing of information from monthly financial statements in order to assist in the reporting of financial position of the Municipality. The compilation of annual financial statements and making of financial information available in compliance with applicable legislation. Rendering of internal support service by providing financial information.
Notice Number: 80/14

**Accountant Rates
(Post Level 4)
Duration: Permanent
Salary: R236 036,90 per annum**

Requirements: B-Degree/Diploma in Commerce/Accounting or equivalent with Accounting as a major subject. 2 years' related experience. A valid driver's licence.
Duties: Reporting to Chief Accountant: Rates and Credit Control regarding bad debt by means of rates debtors' reports. Run annual as well as interim levies by means of budget and also ensure that tariffs are adjusted at the start of the financial year. Handling of amendments of levies regarding rates and taxes by means of journal entries. Ensuring correct issuing clearances certificates. Processing of all new valuation applications and substituting of existing rolls. Ensure that rolls are received from valuers and checked and oversee that new information is entered on computer system. Ensure that change of ownership is done on the system according to the deeds information. Ensure that repayment of credits to customers is done. Ensure adherence to processes and requirements as outlined in the MPRA. Ensure the implementation of the Rates Policy and MPRA.
Notice Number: 81/14

**Accountant Credit Control
(Post Level 4)
Duration: Permanent
Salary: R236 036,90 per annum**

Requirements: B-Degree/Diploma in Commerce/Accounting or equivalent with Accounting as a major subject. 2 years' related experience. A valid driver's licence.
Duties: Reporting to Chief Accountant: Rates and Credit Control regarding bad debt by means of credit control debtors' reports. Implementing the Council's credit control policy, handling of enquiries regarding debt collecting and handling sound relations and handling enquiries and correspondence with Government departments according to Council's debt collecting policy by means of telephone, written reports. Implement the indigent policy of the Council and see that surveys are done regularly. Liaise with councillors and community for possible indigent cases by means of telephone, written correspondence and e-mail. Prepare lists for handing over to debt collectors according to Council's Credit Control policy. Monitor payments of debtors and defaulting debtors.
Notice Number: 82/14

**Internal Auditor
(Post Level 4)
Duration: Permanent
Salary: R236 036,90 per annum**

Requirements: Diploma/B-degree in Commerce/Accounting or Auditing. 2 years' related experience. A valid driver's licence.
Duties: Conduct internal audit project in accordance with approved internal audit plan and IIA standards. Assist in managing the assigned key performance areas of the Internal Audit plan and performance. Manage functionality through the implementation of strategic policies and procedures in line with internal audit plan. Quality assurance internal audit services to the unit through continuous assessment and evaluation of risk management. Coordinating and providing an oversight role of relevant control and monitoring functions.
Notice Number: 83/14

**Social and Community Services
Traffic Officer Grade 1
(Post Level 7)
Duration: Permanent
Salary: R148 093,40 per annum**

Requirements: Grade 12 plus diploma for Traffic Officers. Examiner of Motor Vehicles/Driver's licences certificate. 3 years' relevant experience. A valid driver's licence.
Duties: Manage the flow of traffic during peak periods, special and at accident scenes. Setting up and managing speed traps. Assist in escort services as well as disaster management. Write and submit reports of duties performed. Assist in the testing of motor vehicles.
Notice Number: 87/14

**Office of the Municipal Manager
Chief Customer Care Officer
(Post Level 3)
Duration: Permanent
Salary: R248 058,99 per annum**

Requirements: National diploma/degree in Public Administration or equivalent. Three years' proven experience in customer care. Communication skills. Customer service focus and problem-analysing skills.
Duties: Develop and implement customer service policies and procedures. Define and communicate customer service standards. Manage all customer issues and resolve all complaints effectively. Manage all customer inquiries through phone calls and e-mails and ensure appropriate assistance in compliance with municipal policies and procedures. Manage daily office administration regarding client services. Review customer complaints.
Notice Number: 89/14

Candidates should forward the application letters indicating the position they are applying for together with comprehensive CV, certified copies of qualifications and Certified ID to the Acting Municipal Manager, Bela-Bela Local Municipality, Private Bag X609, BELA-BELA 0480 or deliver them at 58 Chris Hani Drive, Bela-Bela at the records/registry office. For further information please contact Ms N Ramokete on 014 736 8000/8070. Faxed or e-mailed applications will not be considered. Further note that all shortlisted applicants will be subjected to security vetting and information verification.

Bela-Bela Local Municipality is committed to the achievement and maintenance of diversity and employment equity, especially in terms of race, gender and disability. Applicants from these designated groups are encouraged to apply. BBM reserves a right not to make an appointment. If you do not hear from us within a month after the closing date, kindly accept that your application has been unsuccessful.

CLOSING DATE: 12 SEPTEMBER 2014

**MM MALULEKA
ACTING MUNICIPAL MANAGER**