



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

Office of Municipal Manager
Senior Internal Auditor (Post Level 3)

Duration: Permanent

Salary: R 314 137.86 per annum excluding benefit

Requirements: National Diploma in Auditing/Accounting/Internal Audit or equivalent. Must have 2 years related experience in Audit Environment. A valid driver's license.

Knowledge: Good knowledge of the Standards for Professional Practice of Internal Audit ;Understanding of Local Government environment; A high level of initiatives as well as administrative and organizational ability; Ability to work under pressure maintaining a high level of accuracy and details; Good verbal and written communications skills.

Duties: Responsible for auditing the efficiency and adequacy of the system of internal controls within the municipality in order to ensure good corporate governance and compliance with MFMA and other relevant legislations; Accountable for leading, conducting and reporting on scheduled audits, and ensuring that the audit work conforms

Notice No: 34/17

Budget & Treasury Department
Divisional Manager Revenue (Post Level 1)

Duration: Permanent

Salary: R 473 051.99 per annum excluding benefit

Requirements: Degree/BTech in Commerce/Accounting or equivalent with accounting as a major subject. 3 years related experience. A valid driver's license.

Knowledge: Good knowledge of finance and accounting; Cost and accounting principles including Generally Accepted Accounting Principles; Ability to work under pressure maintaining a high level of accuracy and details; Good verbal and written communications skills.

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; Guiding and developing personnel on the processing sequences and attending to specific administrative processes associated with the rates payments, certification and correspondence. Management. Compile budget estimates, including the adjustment budget. Give inputs and support towards preparation of IDP and SDBIP's to ensure alignment and efficient performance. Formulate creative solutions to enhance cost-effectiveness and efficiency in the delivery of services and administration of the Municipality. Assist and support the Accounting Officer with the roles and responsibilities delegated to the Chief Financial Officer.

Notice No: 35/17

**Chief Accountant: Billing and Receipting
(Post level 3)**

Duration: Permanent

Salary: R 314 137.86 per annum excluding benefit

Requirements: Degree in Commerce/Accounting or equivalent. Two to three years' experience in Financial Management.

Duties: Coordinates and controls the application of accounting procedures by attending to the verification, reporting, processing and reconciliation of accounts receivable transactions to support analysis, identification and recovery of overdue accounts. Verification, reporting, processing and reconciliation of accounts receivable transactions. Perform analysis, identification and recovery of overdue accounts. Guiding and developing personnel on the processing sequences and attending to specific administrative processes associated with account payments, certification and correspondence

Notice number: 44/17

**Senior Credit Control Officer
(Post level 05)**

Duration: Permanent

Salary: R 264 026.29 per annum excluding benefits

Requirements: National Diploma in Finance or equivalent

qualification. 5 years municipal experience. Valid Driver's license

Duties: Monitoring of payments and defaulting debtors. Supervise the performance of subordinates. Collection of overdue service accounts. Keeping sound relations and handling enquiries and correspondence.

Notice number: 45/17

**Senior Cashier
(Post Level 8)**

Duration: Permanent

Salary: R165 083.30 per annum excluding benefits

Requirements: Grade 12 plus National Certificate (NQF5) in Finance or equivalent. A minimum of two years appropriate experience. Computer Literacy.

Duties: Ensure that all monies received are allocated correctly into sundry votes and consumer accounts. Respond to cashiers request for price checks and other functions for customer services. Register all unknown deposits and make enquiries with consumer and banks. Register all returned cheques for the day and process them into financial system. Coordinate shifts and ensure each station is run efficiently.

Notice Number: 46/17

**Meter Readers (4 Positions)
(Post Level 15)**

Duration: Permanent

Salary: R 96 808.13 per annum

Requirements: Grade 8; Computer Literacy; 1-2 years relevant experience.

Knowledge: Must have working knowledge of computers and electronic data processing, ability to communicate effectively verbally and in writing; Must be able to work under pressure; Knowledge of municipal area(Bela-Bela)

Duties: Take readings of water and electricity meters according to billing cycles; disconnect and reconnect electricity for non-payment. Place water restrictors in meters for non-payers; Assist in the delivery of service accounts; Assists in data processing associated with the billing of consumer and other public services;
Notice Number: 36/17

Technical Services Department

Chief Electrical Engineer

Duration: Five year performance based contract

Salary: Negotiable

Requirements: An appropriate recognized Tertiary Qualification in Electrical Engineering with at least 3 years' experience; Must be a certified Engineer in terms of regulation E1 (2) of the Regulation published under Government Notice C929 of 1963; Must be registered as a Professional Engineer with ECSA as PR.Engineer (Electric); Code C1 Driver's License and own vehicle
Knowledge: Must have knowledge of electrical reticulation planning, excellent communications and negotiations skills. Ability to develop, implement and monitor sound infrastructure development programme for the electrical networks;

Duties: Responsible for the strategic management of the electrical division, which includes staff, resources to ensure that the provision of electricity services management and associated services are efficient and effective. Planning, design, construction and maintenance of Electrical networks and systems. High voltage switching. Management of distribution, planning, construction, project management and supervision of electrical services.
Notice Number: 37/17

Senior Engineering Technician- Roads and Stormwater (Post level 3)

Duration: Permanent

Salary: R 314 137.86 per annum excluding benefit

Requirement: National Diploma/Degree in Civil Engineering or equivalent. 2-3 years' relevant experience. Knowledge and application of design software. A Valid Driver's License.

Duties: Provide inputs with regards to roads construction. Design roads/structures and setting out on terrain. Set out the positions of structures. Ensure quality control by supervising and managing construction on site. Control construction of machinery and work team. Compilation of monthly and quarterly reports with respect to budget implementation and service delivery.

Notice number: 47/17

General Workers: Technical Services (14 positions) (Post level 15)

Duration: Permanent

Salary: R96 808.13 per annum excluding benefits

Requirements: ABET or basic level of Literacy. Minimum of twelve months working experience.

Duties: Digging trenches and holes. Laying pipes. Cleaning after execution of work. Removing and washing tools after work. Cleaning of vehicles in the morning. Clearing of bushes as and when required. Perform overtime and stand-by duties.

Notice number: 48/17

Planning & Economic Development

PMS Officer (Post Level 4)

Duration: Permanent

Salary: R 298 913.41 per annum excluding benefits

Requirements: National Diploma in Public Administration/Management, Development Planning and Local Government Management.

2 Years Working Experience, Knowledge of Local Government

Legislations, Computer Literate and Driver's License.

Duties: Reporting directly to Divisional Manager Performance Management, thereby render all the 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.

Notice Number: 38/17

Social and Community Services Department

Examiner of Vehicles,Leaners and Drivers Licenses (Post level 7)

Duration: Permanent

Salary: R187 543.14 per annum excluding benefits

Requirements: Grade 12 plus Examiner of Driver's License Diploma and Examiner of Vehicles Diploma. Valid Code EC driver's License. 2 years relevant Experience. Computer literacy.

Duties: Test learner and driver license candidates. Check particulars of applicants and ensure validity of all relevant documents. Complete practical examination sheet and inform applicant of procedure to be followed as well as conducting eye tests. Evaluate drivers of council vehicles and authorize learner and drivers licenses. Responsible for setup of yard test, K53 modules and drive vehicle over inspection pit. Examine vehicles for roadworthy certificates as well as weighing of vehicles. Verify engine/chassis numbers and ensure SAPS clearance.

Notice Number: 39/17

**Traffic Officer Grade 1 (2 Positions)
(Post level 7)**

Duration: Permanent

Salary: R187 543.14 per annum excluding benefits

Requirements: Grade 12 plus Diploma for Traffic Officers. Examiner of Motor Vehicles/Drivers Licenses. A minimum of three (3) years' experience. Code EC and A. No Criminal Record.

Duties: Traffic Law enforcement. Attend to motor vehicle accidents. Assist in escort services as well as disaster management. Perform speed operations. Prepare and submit reports of duties performed. Perform overtime duties as per work arrangement. Assist in the testing of motor vehicles/drivers licenses.

Notice Number: 40/17

Horticulturist (2 Positions)

Post level 3

Duration: Permanent

Salary: R 314 137.86 per annum excluding benefits

Requirements: Grade 12 plus National Diploma in Horticulture or equivalent plus 2-3 years' experience in similar working environment. Valid Drivers License.

Duties: Draft horticulture task programmes and coordinated actions. Organise assignments of horticultural tasks and duties to staff members and monitor them. Develop parks and recreational areas. Arrange for pest control removal of weeds and alien plants. Perform supervisory and administration duties. Develop nature conservation areas. Compile monthly reports for activities.

Notice Number: 42/17

Corporate Services Department

Administrative Assistant: Council Support (Post level 6)

Duration: Permanent

Salary: 222 319.60 per annum excluding benefits

Requirements: Grade 12 plus National Diploma in Administration or equivalent. 1-2 years relevant working experience. Computer Literacy.

Duties: Compilation of agendas for subcommittee and council meetings. Receive reports from Heads of Departments for inclusion in the agenda. Allocate item numbers to reports. Making copies of the agenda for distribution. Ensure that the agendas are distributed on time. Recording of meeting proceedings as well as taking minutes.

Notice number: 43/17

Applications must be submitted on the official Application form obtainable from Records Office or our website at www.belabela.gov.za together with comprehensive Curriculum Vitae, certified copies of your qualifications and your Identity Document and clearly stating the post and the notice number to the Acting Municipal Manager, Bela-Bela Local Municipality, Private Bag x 1609, Bela-Bela, 0480 or hand deliver them at 58 Chris Hani Drive, Bela-Bela at the records office. For further information please contact Human Resources Office on 014 736 8000/8081/8078/. **Faxed or emailed 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 reserve a right not to make appointment. Should you not be contacted within 90 days of the closing date please accept that your application had been unsuccessful.



P RAPUTSOA

ACTING MUNICIPAL MANAGER

CLOSING DATE: 22 SEPTEMBER 2017