



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

Office of the Municipal Manager

Re-advert

Chief Customer Care Officer

(Post Level 3)

Duration: Permanent

Salary: R 257 981.25 per annum excluding benefits

Requirements: National Diploma/Degree in Public administration or equivalent. 3 year's proven experience in customer care; Communications Skills; Customer service focus and problem analyzing skills.

Duties: Develop and implement customer service policies and procedures; Define and communicate customer services standards; Manage all customer issues and resolve all complaints effectively; Manage all customer inquiries through phone calls and emails and ensure appropriate assistance in compliance with municipal policies and procedures. Manage daily office administration regarding client services. Review customer complaints

Notice Number: 70/15

Customer Care Consultants (x 2 positions)

(Post Level 6)

Duration: Permanent

Salary: R 182 576.80 per annum excluding benefits

Requirements: Grade 12 or equivalent qualification plus three (3) year tertiary career-related (Degree or National Diploma) or equivalent qualification. Relevant experience and knowledge municipal operations, billing processes and Batho Pele principles. Computer Literacy. Must be multilingual, excellent communications skills and have ability to pay attention to details and have patience.

Duties: To render a customer service to the public and attend to walk in customers. Attend to telephonic and written complaints and enquiries liaise with other department and external role players to resolve complaints. Implement and maintain customer care systems. Keep statistical data of all complaints and enquiries. Give input to monthly statistical data report on received and outstanding complaints and enquiries.

Notice Number: 71/15

Technical Services

PMU Technician

Duration: Three years fixed term contract

Salary: Total cost to company R 394 166.40

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's and Microsoft; Valid driver's License. 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 attending site inspections and meetings; Compilation of monthly reports for council and for submission to Cogesta; Provide technical support and evaluate proposed project 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: 72/15

**Superintendent: Waste Water Treatment
(Post Level 5)**

Duration: Permanent

Salary: R 216 827.83 per annum excluding benefits

Requirements: National Diploma in Water

Care/Analytical/Chemistry/Chemical Engineering of equivalent.3 years' experience in Wastewater treatment; Class 5 registration with water Affairs; Code EB Driver's License.

Duties: Responsible for Green Drop compliance; Responsible for operation and maintenance of Bela-Bela Wastewater treatment plants. Ensure safety of employees in the treatment workstations. Ensure analysis and interpretation of wastewater results. Ensure the implementation of WWRAP.

Notice Number: 73/15

**Electricians x 2
(Post level 6)**

Duration: Permanent

Salary: R182 576.80 per annum excluding benefits

Requirements: A Trade Certificate in Electrical: Heavy Current, N4 Minimum's license, 11KV switching certificate with at least 3 years relevant experience. Must have a code C (code 10) driver's license with professional driver permit (PrDP).Experience in 11KV switch gear operation, sub-station and 11KV line maintenance, transformer maintenance. Good interpersonal skills as well as willing jointing and termination will be an added advantage.

Duties: Communicate with immediate supervisor and establishing material and resources necessary against specific works orders; Interacting and checking allocated components and materials against job cards; Conducting vehicle inspection, transporting personnel to work site and operating mechanism to control mounted crane during offloading,hoisting,overhead repairs; Providing guidelines and specific instructions to personnel with respect to preparation of work site for major/minor works and setting up off traffic/safety signage.Repares and maintains the electrical infrastructure; Repairs and services low tension,11KV and 22KV switchgears. Analyse faults and traffic lights; Installs meters, transformers and records current volt.

Notice Number: 74/15

**CORPORATE SERVICES
Labour Relations Officer
(Post level 4)**

Duration: Permanent

Salary: R 245 478.38 per annum excluding benefits

Requirements: B-Degree/National Diploma in Labour Relations; Minimum of Three (3) years' relevant experience; Valid Code B driver's License.

Duties: Prosecute in all Municipal Disciplinary Hearings; Investigate allegations of misconduct and recommend appropriate action; Represent council in the South African Bargaining Council Conciliations; Arbitrations and CCMA; Advice management and staff on grievance and disciplinary processes. Ensure the Municipality complies with Labour Legislations. Coordinate Local Labour Forum; Follow up and ensure implementation of Local Labour Forum resolutions. Give feedback to the Bargaining Council

on the functioning of Local Labour Forum; Liaise with management, employees and unions to keep them informed regarding labour relations matters; Research relevant case law, liaise with Manager Legal and compile case reports in preparations of disputes.

Notice Number: 75/15

**Legal Admin Officer
(Post Level 4)**

Duration: Permanent

Salary: R 245 478.38 per annum excluding benefits

Requirements: B-Degree/National Diploma in Law (LLB). Admission as an Attorney of the High Court will be added advantage; Must have at least three (3) years legal experience.

Duties: To provide necessary and professional legal advice; To provide legal strategic direction to obtain maximum impact on the Municipality's service delivery. Conduct research; Assist in drafting of legislations, policies, regulations and memorandum of understanding, service level agreements and other legal binding documents for the municipality; Compile monthly, quarterly and annual legal reports; Ensure that reports are submitted to Top Management, Subcommittee and Council. Develop annual programme in line with targets set in the approved SDBIP and municipal cycle.

Notice Number: 76/15

**Information Technology Technician
(Post Level 4)**

Duration: Permanent

Salary: R 245 478.38 per annum excluding benefits

Requirements: National Diploma in Information Technology; Must have at least three (3) years' experience in the IT environment. Must have knowledge of Computer networks, hardware and peripheral devices.

Duties: Installation, support and maintenance of network hardware and operating systems; Network infrastructure problem solving; Installation and maintenance of PC hardware operating; User support on PC hardware and operating; User support on hardware and software; Liaise with internal departments and vendors for supply of equipments. 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; checking that all workstations are virus free and up to date with latest definitions

Notice Number: 77/15

**Budget & Treasury Division
Chief Accountant Budget
(Post Level 3)**

Duration: Permanent

Salary: R 257 981.25 per annum excluding benefits

Requirements: B-Degree or National Diploma with Accounting as a major subject. 3-5 years' experience in Financial Management (Budget section will be an added advantage. A valid Driver's License.

Duties: Assist in compilation of the Medium Term Review and Expenditure Framework. Rendering of internal support service by providing information. Compilation of finance monthly, quarterly and annual report. Drafting of mid-year budget assessment.

Notice Number: 78/15

**Accountant Expenditure
(Post Level 4)**

Duration: Permanent

Salary: R 245 478.38 per annum excluding benefits

Requirements: Bachelor's Degree in Accounting or related studies. Must have at least three (3) years' experience in Municipal finance; must be computer literate.

Duties: The incumbent must administer expenditure control; Calculate and process remuneration for all personnel; Process income tax return and skills development; Ensure that all non-compulsory deductions have consent of the affected employees in writing; Check salary run to ensure that it is correct; Process third party payments. Ensure correctness of IRP5 information and print IRP5's for all employees. Complete the monthly EMP201 AND EMP501 tax return. Submit monthly fire fighting claims to the District Municipality.

Notice Number: 79/15

**Social & Community Services
Horticulturalist
(Post Level 4)**

Duration: Permanent

Salary: R 245 478.38 per annum excluding benefits

Requirements: Grade 12 plus National Diploma / B degree in Horticulture or equivalent as well as a proven track record of 2-3 years in a similar position at a similar level. Must have Computer skills and a valid Driver's license. Relevant experience in the development, management and maintenance of gardens and nature conservation areas. Good knowledge of indigenous and alien plants. Supervisory experience to monitor and manage gardens and parks.

Computer literacy and interpersonal skills. Able to work without supervision and meet deadlines.

Duties: Draft horticulturalist tasks programmes and coordinated actions. Organise assignments of horticultural tasks and duties to staff members, Monitor all horticultural tasks or activities.

To develop and decorative, gardens and parks. Undertake generic supervisory and administration duties. Maintains gardens and nature conservation areas.

Notice Number: 80/15

**Assistant Superintendent Traffic Law Enforcement
(Post level 6)**

Duration: Permanent

Salary: R182 576.80 per annum excluding benefits

Requirements: Grade 12; Traffic Officer's Diploma; Registered as a Traffic Officer; Must not have a criminal record; Code EC1 Driver's License; Computer Literacy (Office Applications: MS Word & Excel); three (3) years traffic experience at middle management level; Must Have Knowledge of Municipal By-Laws; Road Traffic Act; Criminal Procedure Act & Administration.

Duties: To manage and control operations of law-enforcement; To assist and support the Superintendent : Traffic with the daily operations law-enforcement; Supervise lower ranked traffic officers; Develop monthly programmes; Ensure implementation of traffic legislations. To manage and control operations of law-enforcement; To assist and support the Superintendent with the daily operations of law-enforcement. The incumbent will be required to respond to duty on night shifts as requested by council

(NOTE: The nature of the job design necessitates that the incumbent to the post be physically fit and able bodied).

Notice Number: 81/15

**Assistant Superintendent Examiner of Vehicles/Drivers
(Post level 6)**

Duration: Permanent

Salary: R182 576.80 per annum excluding benefits

Requirements: Grade 12; Traffic Officer's Diploma and a Diploma for vehicles/driver's license. Code EC and A Driver's License; Computer Literacy (Office Applications: MS Word & Excel); 3 years traffic experience at middle management level; Must Have Knowledge of Municipal By-Laws; Road Traffic Act; Criminal Procedure Act & Administration. Must not have a criminal record; Management representative certificate will add as an advantage.

Duties: Assist with testing of drivers of vehicles; develop a monthly program for testing; maintain Grade A testing Facility; Submit monthly reports; Liaise with department of Roads as and when required; Attend stakeholders meetings and programs.

(NOTE: The nature of the job design necessitates that the incumbent to the post be physically fit and able bodied).

Notice Number: 82/15

Candidates should forward the application forms (**Which can be obtained from our website and municipal records office**) together with comprehensive CV, certified copies of qualifications and Certified ID to the 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/registry office. For further information please contact Ms. N Ramolobeng or Mr. T.Maheso at 014 736 8000/8070/8081. **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. If you do not hear from us a month after the closing date, kindly accepts that your application has been unsuccessful.

CLOSING DATE: 04 SEPTEMBER 2015

**MM MALULEKA
MUNICIPAL MANAGER**