

BELA-BELA LOCAL MUNICIPALITY



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

Budget & Treasury
Chief Accountant: Supply Chain
Post Level: 03 • Duration: Permanent
Salary: 257 981.45 per annum • Notice Number: 86/15
Requirements: B. Degree or Equivalent with Accounting as subject at final year. 3-5 years' experience in Financial Management. A valid driver's licence. **Duties:** Co-ordinate and control the Supply Chain Management Process. Aligning procedures, systems and controls, executing applications to address the identification, acquisition or disposal of items, monitoring the stock control applications and maintaining records of outcomes. Supporting and contributing to fair, equitable, transparent and cost-effective procurement practices that is consistent with policies and laid down requirements encapsulated in legislative frameworks.

Accountant: Supply Chain Management (Re-advert)
(Post Level 04) • Duration: Permanent
Salary: R 245 478-38 per annum • Notice Number: 87/15
Requirements: A B.Degree in Logistics Management or equivalent. 2 years relevant experience. Computer Literacy. A valid driver's license.
Duties: Compile SCM related reports to council and to the relevant treasury. Administer implementation of council's approved SCM policies and procedures to procurement and stock control as well as review of policies and procedures. Ensure proper management of minimum and maximum stock levels. Provide coordination between activities of the procurement of stock and the control over existing stock. Keep and maintain proper assets register and ensuring that it is in line with GAMAP/GRAP requirements. Maintain a proper supplier's database.

Property Rates Clerk (2 Positions)
(Post Level 08) • Duration: Permanent
Salary: R 135 572.31 per annum • Notice Number: 88/15
Requirements: Grade 12 with Accounting as a passed subject. 2 years relevant experience. Sound knowledge of Municipal Property Rates Act. Valid Driver's License. **Duties:** Transfer of deeds registrations to new owners. Repayment of credits due to clearance paid in advance. Acknowledge of clearance figures. Issuing of cost schedules. Assist in evaluating of rolls on the financial system. Attend to specific correspondence/ telephonic enquiries. Communicating and providing routine information and handling all queries related to rates and taxes.

Indigent Clerk
(Post Level 08) • Duration: Permanent
Salary: R 135 572.31 per annum • Notice Number: 89/15
Requirements: Grade 12. 2 years relevant experience. Computer Literacy. Valid Driver's License **Duties:** Monitoring and verifying applications received from Indigents for free service. Ensure that the documents approved and documented in financial system. Balancing amount of free services with amounts levied on general ledger. Report amounts levied on general ledger to Accountant Revenue. Ensure that registers are kept per ward for Indigents and that they are balancing. Ensure that contracts received are documented on financial system. Keeping registers of contracts and compiling reports regarding Indigents. Preparedness to work overtime and outside normal working hours.

Credit Control Clerk (2 Positions)
(Post Level 08) • Duration: Permanent
Salary: R 135 572.31 per annum • Notice Number: 90/15
Requirements: Grade 12. 2 years relevant experience in credit control. Computer Literacy. Valid Driver's License. **Duties:** Monitoring of customer accounts and recovery of outstanding amounts. Completion of details on reminder of notifications; indicating amount outstanding and circulating to account holders. Interacting with service departments with respect to disconnections/ reconnections or resumption of service. Preparing documentation and records for handover to activate legal proceedings and collections. Documenting payments term rearrangements as agreed with the customer and executing write off sequences for unrecoverable debts upon approval. Provides support with respect to specific activities/ requirements associated with the functionality of debt collection sections. Attending to specific correspondence/ telephonic enquiries, communicating and providing routine information and referring queries to appropriate department/ personnel for attention. Report on debt control when required.

Accounts Preparation Clerk
(Post Level 08) • Duration: Permanent
Salary: R 135 572.31 per annum • Notice Number: 91/15
Requirements: Grade 12. 1-2 years relevant experience. Valid driver's licence. **Duties:** Assist in data processing associated with billing of consumers and other public services. Records management and provision of accounting and clerical support. Composition of a variety of correspondence, reports and other materials. Attending to specific administrative processes associated with accounts preparation. Assist in preparation of periodic financial, statistical or operational reports as assigned.

Senior Fleet Management Officer
(Post level 05) • Duration: Permanent
Salary: R 216 827.83 per annum • Notice Number: 92/15
Requirements: Diploma/Degree in Transport Management/Transport Economics. 3 year's relevant experience. Code C1 Driver's License. Computer literacy. **Duties:** Manages and leads the fleet control and mechanical workshop branch. Identifies shortcomings in the operational procedures and revise work methods. Revise vehicle user policies to ensure optimum user service. Analyses and evaluate fleet data and reports findings to supervisor. Liaise with departments and suppliers on operational issues. Administers vehicle fleet and equipment contracts by verifying adherence thereto. Ensure fleet management systems is maintained by keeping effective records.

Senior Credit Control Officer
(Post level 05) • Duration: Permanent
Salary: R 216 827.83 per annum • Notice Number: 93/15
Requirements: National Diploma in Finance or equivalent qualification. 5 years municipal experience. Valid Driver's licence. **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.

SOCIAL AND COMMUNITY SERVICES

Personal Assistant to Manager Social & Community
(Post level 07) • Duration: Permanent
Salary: R 154 017.14 per annum • Notice Number: 110/15
Requirements: Grade 12 certificate plus a tertiary qualification in Office Management or equivalent. At least 2-3 years practical working experience in a similar environment. Computer Literacy. Interpersonal and Communication Skills. **Duties:** To render administrative and secretarial support. Manage the diary of Manager Social & Community Services. Bookings and attending meetings as well as writing minutes. Making travel arrangements and preparing travel itineraries. Planning, organizing and managing events. Screening and answering calls and handling queries.

Assistant Process Clerk
(Post level 09) • Duration: Permanent
Salary: R 120 575.28 per annum • Notice Number: 94/15
Requirements: Grade 12. 1 year relevant experience. Computer Literacy. **Duties:** Daily cash reconciliations. Maintain Admission of Guilt register. Capture traffic fines. Handle enquiries from the public. Filling of documents on a daily basis. Compile and submit all the required reports.

General Workers (5 Positions)
(Post level 15) • Duration: Permanent
Salary: R 79 502.30 per annum • Notice Number: 95/15
Requirements: ABET level 1-3 or equivalent. 6 months relevant experience. **Duties:** Walking, picking up and loading refuse bags into the refuse vehicle. Cleaning spilled waste, sweeping, gathering and inserting into refuse bags. And loading into refuse vehicles. Attend to loading and offloading of refuse bags into and from refuse vehicles at disposal sites. Removing and washing off debris from tools, containers and vehicles, and applying disinfectants. Placing and stacking tools in designated storage areas and verbally reporting the conditions of the tools to the immediate superior.

Landfill Spotter
(Post level 12) • Duration: Permanent
Salary: R 90 628.43 per annum • Notice Number: 96/15
Requirements: Grade 12 or equivalent. 1 year experience in a similar job. **Duties:** Ensure waste is dumped in the correct location. Ensure that only the correct type of waste is dumped. Ensure that there are no scavengers on landfill sites. Maintain a record of waste entering the landfill site. Ensure that landfill is managed as per permit requirements.

Tractor Driver
(Post level 12) • Duration: Permanent
Salary: R 90 628.43 per annum • Notice Number: 97/15
Requirements: ABET level 1-3. Valid Code C1 driver's license. 1-2 years relevant experience. **Duties:** Transportation of personnel, materials and equipment to/from specific locations. Inspecting safety devices, controls, lubricant levels, etc on vehicles and reports defects to supervisor. Performs specific tasks associated with the operation of vehicle/ equipment during general maintenance activities of recreational areas and open spaces. Supervising personnel, monitoring and controlling material and equipment. Cutting of grass. Perform any other tasks or duties as instructed by the supervisor.

CORPORATE SERVICES DEPARTMENT

IT Network Administrator
(Post level 03) • Duration: Permanent
Salary: 257 981.25 per annum • Notice Number: 98/15
Requirements: National Diploma in Information Technology. 3-5 relevant experience. Experience on Exchange Server 2010/2013, DNS and DHCP, Active Directory. Working knowledge of networking and server operating system architecture. Experience in Windows Server 2008R2 and Windows Server 2012. Experience in deploying updates with WSUS. Experience in backup and recovery. **Duties:** Provide 3rd level support for helpdesk, financial systems. Perform impact analysis for new technologies and application systems. Monitor load levelling of servers. Ensure Local Area Network, server and workstations in configurations in accordance with user requirements. Ensure that systems are operational at all times and that backup and restores are performed. Ensure strict adherence to ICT policies with servers, networks and internet. Supervision of staff.

Records Messenger
(Post level 15) • Duration: Permanent
Salary: 79 502.30 per annum • Notice Number: 99/15
Requirements: Basic level of literacy or ABET level 2. Communication skills. 2 years relevant municipal experience. **Duties:** Arrangements for receipts of payments. Prompt delivery of recorded documents, goods, messages and packages. Load recorded documents, goods, messages and packages. Collect, seal and stamp outgoing mail using postage meters and envelope sealers. Taking delivery instructions from personnel in Records office. Perform routine maintenance on delivery vehicles.

TECHNICAL SERVICES DEPARTMENT

Electrical Assistants (2 positions)
(Post level 13) • Duration: Permanent
Salary: R 88 368.72 per annum • Notice Number: 100/15
Requirements: Grade 10. Semi-skilled. Valid Code C1 drivers license. Knowledge of tools and equipment's used by Electrician. Minimum of one year relevant experience in Municipal environment. **Duties:** Assisting the Electrician with electrical work. Maintain and control of electrical tools and kit. Install electrical equipment and apparatus on 0 potential. Perform standby duties when required. Wiring of distribution panel under supervision of an Electrician. Rig ladder and scaffolding safely. Perform standby duties as per requirements.

Special Workman (2 positions)
(Post level 07) • Duration: Permanent
Salary: R 154 017.14 per annum • Notice Number: 101/15
Requirements: Grade 12 or equivalent qualification. Code C1 Drivers license with PDP. 2 years' experience in operation of mobile lifting equipment, fault-finding, repairing

electrical lines and construction of MV/LV overhead lines. **Duties:** Install and maintain underground cables to the building from the substation. Make joint and termination of LT cables and maintain LT overhead transmission lines. Installation and maintenance of all electrical infrastructure. Repair and maintenance of streetlights. Inspection of pre-payment meters. Perform standby duties when required.

Bricklayer
(Post level 13) • Duration: Permanent
Salary: R 88 368.72 per annum • Notice Number: 102/15
Requirements: ABET or basic level of literacy. A recognized bricklayer certificate. A minimum of one year relevant experience. **Duties:** Construction of concrete channels, stormwater catch-pits and stormwater manholes. Layering of kerbing by making use of handled tools and materials. Construction of concrete entrances and construction of gutter-bridge entrances. Maintenance of municipal buildings and other municipal constructions. Check tools and equipment so that lost or damaged items can be reported or replaced.

Building Skilled Workman (2 Positions)
(Post level 13) • Duration: Permanent
Salary: R 88 368.72 per annum • Notice Number: 103/15
Requirements: ABET or basic level of literacy. Certificate in building construction or equivalent. A minimum of one year relevant experience. experience. **Duties:** Perform maintenance, construction and repairs of municipal buildings. Maintenance, construction and repairs of municipal facilities. Repair of building roofs, toilet systems and walls. Cleaning and maintenance of working tools and devices. Cleaning and removing blockages, debris and alien vegetation from drainage systems. Removing and washing off debris from tools and equipment. Observing safe working procedures on a daily basis.

Grader Operator
(Post level 08) • Duration: Permanent
Salary: R 135 572.31 per annum • Notice Number: 104/15
Requirements: ABET or basic level of literacy. Grader Operator experience. A minimum of 3 years relevant experience. A valid code C1 driver's license. **Duties:** Driving and maneuvering 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 a 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.

Tipper Truck Driver
(Post level 10) • Duration: Permanent
Salary: R 110 316.86 per annum • Notice Number: 105/15
Requirements: Grade 8 or equivalent. Valid Code C1 Driver's License with PDP. 3 years relevant work experience. **Duties:** Transportation of materials which includes but not limited to sand and gravel. Driving and maneuvering the vehicles and engaging controls to operate mechanisms to facilitate specific sequences e.g. tipping, hoisting etc. Transportation of labourers to and from different worksites. Assist with the maintenance and construction of roads and other surfaces. Perform a daily inspection of the vehicle and report faults. Maintenance of the vehicle logbooks and fuel slips.

Heavy Duty Vehicle Driver
(Post level 10) • Duration: Permanent
Salary: R 110 316.86 per annum • Notice Number: 106/15
Requirements: Grade 8 or equivalent. Valid Code C1 Driver's License. TLB Operators certificate. 3 years relevant work experience. **Duties:** Transportation of materials which includes but not limited to sand and gravel. Driving and maneuvering the vehicles and engaging controls to operate mechanisms to facilitate specific sequences e.g. operating TLB. Transportation of labourers to and from different worksites. Assist with the maintenance and construction of roads and other surfaces. Perform a daily inspection of the vehicle and report faults. Maintenance of the vehicle logbooks and fuel slips.

Supervisor: Roads Construction
(Post level 09) • Duration: Permanent
Salary: R 120 575.28 per annum • Notice Number: 107/15
Requirements: Grade 12/N3 Civil Engineering or equivalent. Valid Code C1 Driver's License. 3 years relevant experience. **Duties:** Supervise the tarring and gravelling of roads and surfaces. Ensure that the labourers apply correct equipment and work procedures. Undertake inspection of the work done and ensure safety of the labourers. Supervise the maintenance of streets, sidewalks and parking areas. Ensure adherence to health and safety by labourers. Report on progress of different work projects to supervisor. Attend to routine administrative matters.

Watercart Driver
(Post level 09) • Duration: Permanent
Salary: R 120 575.28 per annum • Notice Number: 108/15
Requirements: Grade 8 or equivalent. Valid Code C1 driver's license. 3 years working experience. **Duties:** Transportation of water to construction and maintenance sites. Watering the roads for dust control. Driving and maneuvering the vehicles and engaging controls to operate mechanisms to facilitate specific sequences e.g. operating watercart. Fill up water in the watercart tank and check levels. Assist with the maintenance and construction of roads and other surfaces. Perform a daily inspection of the vehicle and report faults. Maintenance of the vehicle logbooks and fuel slips. Report on progress of different work projects to supervisor. Attend to routine administrative matters.

Heavy Duty Vehicle Driver (Electrical)
(Post level 12) • Duration: Permanent
Salary: R 90 628.43 per annum • Notice Number: 109/15
Requirements: Valid Code EC with PDP. Experience in operating a crane-mounted truck. 3 years relevant work experience. **Duties:** Assist with construction of electrical network by transporting electrical material. Assist Electricians with installation of cables and construction of electrical lines. Assist Electricians with mounting of poles for construction of electrical lines. Perform a daily inspection of the vehicle and report faults. Maintenance of the vehicle logbooks and fuel slips.

Bela-Bela Municipality has a firm commitment to the advancement of designated groups, including women and disabled. **Application letters (obtainable at the municipal offices and website (www.belabela.gov.za), CVs and supporting documents should be forwarded to the Municipal Manager, Private Bag x 1609, Bela-Bela, 0480.** For further information please contact N. Ramolobeng or T. Maheso on 014 736 8000. Should candidates not be notified of the outcome of their applications within six weeks of the closing date, please consider your application unsuccessful. Faxed and e mailed applications will not be accepted. The Municipality reserves the right not to fill the position. Further note that all shortlisted applicants will be subjected to security vetting and information verification.

CLOSING DATE: 11 September 2015

MM MALULEKA - MUNICIPAL MANAGER

Tourism desination of choice in Limpopo