



BELA-BELA  
MUNICIPALITY  
Corporate Services  
RECORDS OFFICE

11-06-2018

Private Bag X1609  
Bela-Bela, 0480

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

## PLANNING & ECONOMIC DEVELOPMENT

**Divisional Manager Performance Management (Post level 1)**

**Duration: Permanent**

**Remuneration: R 473 051.99 excluding benefits**

**Notice No: 29/18**

**Requirements:** Matric Certificate and a Bachelor's Degree in Public Administration/Management /Monitoring and Evaluation/ Computer Literacy and Drivers Licence. Minimum of 3 years' experience in middle management.

**Knowledge:** The candidate must have knowledge of Local Government and its legislations. Excellent interpersonal communication (written and verbal), report writing and presentation skills. Good understanding of strategic planning and performance management as well as monitoring and evaluation.

**Key Performance Area:** Participate in the development of the Integrated Development Plan (IDP), Process Plan and Budget. Facilitate the compilation of the Service Delivery and Budget Implementation Plan (SDBIP), and the development of performance agreements for Section 54A/56 Managers. Coordinate the development and review of Performance Management Systems Framework. Coordinate the in-year organisational performance reporting (quarterly performance reports, back to basics reports, mid-year performance report, annual report and the oversight report). Ensure alignment of the IDP, Budget and SDBIP. Cascade Performance Management to staff members below the senior management. Submit to sector departments all statutory and any other reports as may be required. Perform any other duties as may be delegated to the candidate.

**2x Town Planner (Post Level 4)**

**Duration: Permanent**

**Salary: R 298 913.41 per annum excluding benefits**

**Notice No: 30/18**

**Requirements:** Matric Certificate and National Diploma/Bachelor's Degree in Town and Regional Planning; Valid Driver's licence; Minimum of 2 years' working experience in a municipal/town planning environment. Proof of registration as a Professional /Technical Planner with the South African Council for Planners (SACPLAN)

**Knowledge:** Knowledge of SPLUMA Act No 16 of 2013. The candidate must have knowledge of relevant legislations and local government processes. Good communication skills; competent knowledge of computer applications.

**Key Performance Area:** Coordinate and implement the Spatial Development Framework and Land Use Scheme (LUS). Administer and process land development applications in terms of various legislations including township establishment, rezoning, subdivisions

.Support formulation of Spatial and Land Use Planning policies and related studies. Provide professional planning input to all development, planning and related application. Participate in processing of alienation of municipal land. Facilitate the process of ensuring security of tenure. Manage and monitor implementation of municipal Spatial and Land Use projects. Perform any other duties as may be delegated to the candidate.

**Chief Building Control Officer (Post Level 3)**

**Duration: Permanent**

**Salary: R314 137.86 per annum excluding benefits**

**Notice No: 31/18**

**Requirements:** Matric Certificate and National Diploma in Building Science. Computer Literacy. Code B driver's license. Minimum of 2 years' experience in a municipal building control or relevant public / private sector environment; Proof of registration with a professional body.

**Knowledge:** The candidate must have knowledge of relevant legislations and local government processes. Good communications skills; competent knowledge of computer applications.

**Key Performance Area:** The candidate will be responsible for the development and implementation of policies regarding the approval of building plans. 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 legislations; policies and procedures. Perform building site inspections; respond to verbal and telephonic queries from departments and members of public; responsible for monthly reports, data capturing and statistics. Ensure legal compliance in terms of relevant legislation, policies, by-laws and procedures.

**SOCIAL AND COMMUNITY SERVICES**

**Tractor Driver x2 (Waste Division)**

**(Post level 12)**

**Duration: Permanent**

**Salary: R110 356.17 per annum**

**Notice Number: 32/18**

**Requirements:** ABET level 1-3. Valid Code C1 driver's license with Professional Driving Permit (PDP) (goods and passengers). Minimum of 1 year relevant experience.

**Key Performance Area:** Transportation of personnel, materials and equipment to and from specific locations. Inspecting safety devices, controls, lubricant levels, etc. on vehicles and report any defects to supervisor. Performs specific tasks associated with the operation of vehicle and equipment during general waste collection activities. Provide supervision to personnel, monitoring and controlling material as well as the equipment. Perform any other tasks or duties as may be delegated to the candidate.

**Compactor Truck Driver x 3**

**(Post level 10)**

**Duration: Permanent**

**Salary: R134 330.32per annum**

**Notice Number: 33/18**

**Requirements:** ABET level 4. Valid Code EC driver's license plus PDP (Goods and Passengers). Minimum of 1 year relevant experience.

**Key Performance Area:** Driving to designated locations, transporting personnel and materials, monitoring the refuse collection activities. Driving to waste disposal sites monitoring the offloading of waste items from vehicles. Communicate with personnel about specific guidelines with respect to waste separation when necessary. Providing material to support personnel in order to facilitate the cleaning of the vehicle, containers and tools. Correct specific deviations.

**Grader Operator**

**(Post level 08)**

**Duration: Permanent**

**Salary: R 165 083.30 per annum**

**Notice Number: 35/18**

**Requirements:** ABET or basic level of literacy. Grader Operator experience. Minimum of 2 years relevant experience. A valid code C1 driver's license.

**Key Performance Area:** Driving/ 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 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: R134 330.32 per annum**

**Notice Number: 36/18**

**Requirements:** Grade 8. Valid Code C1 Driver's License with Professional Driving Permit (PDP). Minimum of 2 years relevant work experience.

**Key Performance Area:** Transportation of materials which includes but not limited to sand and gravel. Driving and or operating the vehicles and engaging controls to operate mechanisms to facilitate specific sequences such as tipping, hoisting etc. Transport personnel 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. Management of the vehicle logbooks and fuel receipts.

**CORPORATE SERVICES DEPARTMENT**

**Labour Relations Officer (Post Level 4)**

**Duration: Permanent**

**Salary: R 298 913.41 per annum excluding benefits**

**Notice Number: 37/18**

**Requirements:** Matric Certificate and National Diploma in Labour Relations/Labour Law Minimum of 2 years relevant work experience, Computer literate. Ability to work independently.

**Knowledge:** Good writing, administrative, interpersonal and communication skills. Knowledge of relevant labour legislations with specific reference to the Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act and collective agreements concluded with the South African Local Government Bargaining Council.

**Key Performance Area:** Provide support to departments with regard to labour relations; Ensure that the Council conforms to all labour legislation and to establish harmonious relationships through effective disciplinary and grievance procedures. Ensure proper

functioning of the Local Labour Forum (LLF). To promote sound communication between the employer and trade unions. Coordinate LLF meetings and provide secretariat to the Committee. Representing the Employer at the Bargaining Council. Compiling monthly reports and responding to correspondences.

**IT Network  
Administrator (Post Level 3)  
Duration: Permanent  
Salary: R314 137.86 per annum excluding benefits  
Notice Number: 38/18**

**Requirements:** Matric Certificate and National Diploma in Information Technology. Minimum of 3 years relevant experience on Exchange Server 2010/2013, DNS and DHCP, Active Directory.

**Knowledge:** Working knowledge of networking and server operating system architecture. Experience in Windows Server environment.

**Key Performance Area:** Provide technical support for helpdesk, financial systems. Perform impact analysis for new technologies and application systems. Monitor load levelling of servers. Ensure that Local Area Network, server and workstations are 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 regard servers, networks and internet. Supervision of staff.

**IT Technician (Post Level 4)  
Duration: Permanent  
Salary: R298 913.41 per annum excluding benefits  
Notice Number: 39/18**

**Requirements:** Matric Certificate, and National Diploma in Information Technology; Minimum of 2 years' experience in IT Environment.

**Knowledge:** 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 workstation as required; checking that all workstations are virus free and up to date with latest definitions.

**BUDGET & TREASURY DEPARTMENT**  
**Specialist: Financial Statements (Post Level 1)**  
**Salary: R 473 051.99 per annum excluding benefit**  
**Duration: Permanent**  
**Notice Number: 51/18**

**Requirements:** Matric Certificate, B-Degree in Accounting or equivalent with accounting as a major subject. Minimum of 3 years related experience. A valid driver's license. SAICA articles will serve as an added advantage.

**Knowledge:** The candidate must have knowledge in Local Government with special reference to the Local Government Municipal Finance Management Act No 56 of 2003, and the Local Government Municipal Systems Act No 32 of 2000 and any other relevant legislations and regulations. Have ability to understand financial data and convert it into insightful analytics. Ability to adhere to strict deadlines. Have strong organizational, oral and written communications skills. Must have knowledge of Mscoa.

**Key Performance Area:** Preparation of the financial statements in accordance with GRAP. Support the finance department in both external and internal financial reporting activities applying knowledge of financial statements and disclosures. Responsible for collection, interpretation and aggregation & evaluation and reporting of financial data. Reviews data included in financial reports for clerical accuracy and completeness. Assists management reporting efforts in the preparation, analysis and presentation of internal financial and non-financial measures. Prepares regular financial forecasts, financial projections, management reports, financial models and various financial issues. Supports Accounting Services division with reporting audits, including external audit. Develops and implements process improvements to ensure data management collection methodologies are efficient. Regular review of financial transactions and votes to ensure integrity of financial data.

**Divisional Manager Supply Chain Management (Post Level 1)**  
**Duration: Permanent**  
**Salary: R 473 051.99 per annum excluding benefit**  
**Notice Number: 41/18**

**Requirements:** Matric Certificate and Bachelor's Degree in Supply Chain Management/ Logistics/Accounting or equivalent. Computer Literacy, Valid driver's license. Minimum of 3 years relevant experience in supply chain environment.

**Knowledge:** The candidate must have extensive practical knowledge of Local Government Legislations particularly the Municipal Finance Management Act No 56 of 2003, Supply Chain Regulations and GRAP; must be ethical and professional; have good communication (verbal and writing) and negotiating skills.

**Key Performance Area:** Development and review of the Supply Chain Management Policy, review and re-determining the standards for procurement and stores policies; Advise user departments on procurement processes as per the Council approved Supply Chain Management Regulations and Policies, Ensuring compliance with all National Acts, Regulations and Policies regarding Supply Chain Management, including Construction Industrial Development Board (CIDB) prescripts, Ensuring value for money in Council procurement including negotiation with suppliers; Manage the operations of the Supply Chain Division Providing technical support to Bid Committees. Management of the Supply Chain Data Base. Interact with both Internal and External Auditors on supply chain related matters. Compile monthly reports. Perform any other duties as may be delegated to the candidate.

**Chief Accountant Expenditure: (Post Level 3)**  
**Duration: Permanent**  
**Salary: R314 137.86 per annum excluding benefits**  
**Notice Number: 52/18**

**Requirements:** Matric Certificate and National Diploma in Accounting or Financial Management. Minimum of 3 years relevant experience. A valid driver's license. Computer literacy.

**Knowledge:** The candidate must have practical knowledge of Local Government Legislations particularly the Municipal Finance Management Act No 56 of 2003 and GRAP; must be ethical and professional; have good communication (verbal and writing) and negotiating skills.

**Key Performance Area:** Prepare schedules and run schedule from payroll system and submit to all 3rd parties after payments have been made to enable reconciliation of schedule to payments. Update the payroll system with revised tax tables in accordance with tax schedules received from SARS. Balance year to date PAYE totals for IRP 5 totals on a monthly basis and annually. Process creditor payments on receipt of invoice from Supply Chain Management Department. Run reports for VAT returns to show schedule of VAT inputs and outputs and prepare reconciliation for submission to Divisional Manager. Prepare the creditors reconciliation and run creditors report for review and approval by Divisional Manager.

**Personal Assistant: CFO (Post Level 7)**  
**Duration: Permanent**  
**Salary: R187 543.14 per annum excluding benefits**  
**Notice Number: 42/18**

**Requirements:** Matric Certificate and a Secretarial qualification. Minimum of 2 years relevant experience. A valid driver's license. Computer literacy. Ability to work under pressure.

**Knowledge:** Strong computer skills with extensive knowledge of Microsoft office package; Good interpersonal and communications skills.

**Key Performance Area:** Coordinate the departmental monthly reports and manage the diary of the Chief Financial Officer (CFO). Coordinate meetings with various stakeholders. Provide receptionist services in the office of the CFO. Attend to public telephonic and personal enquiries in the CFO's; Receive and distribute internal and external correspondences.

**Procurement Clerk: Acquisition (Post Level 8)**  
**Duration: Permanent**  
**Salary: R165 083.30 per annum excluding benefits**  
**Notice Number: 43/18**

**Requirements:** Grade 12 Certificate and a National certificate in Supply Chain Management/Logistics. Minimum of 1 year relevant experience in Supply Chain Management; Computer literacy (MS Word and Excel).

**Knowledge:** Knowledge of Local Government Regulations and also be familiar with all prescripts regulating Supply Chain Management; Good Communication Skills (Verbal and writing); Ability to work under pressure.

**Key Performance Area:** Attend to daily requests for procurements of goods and/or services; Request and obtain quotations from service providers; Compile comparative schedule for all quotations received including due diligence to ensure value for money and transparency; Assist in Preparing of monthly reports on the implementation of the Supply Chain Management Policy; Management of requisitions in the requisition register.

**Meter Readers x2 (Post Level 15)**

**Duration: Permanent**

**Salary: R96 808.13 per annum**

**Notice Number: 44/18**

**Requirements:** Matric Certificate, Computer Literacy. Minimum of 1 year relevant experience.

**Knowledge:** The candidate 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.

**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; Assists in data processing associated with the billing of consumer and other public services.

**OFFICE OF THE MAYOR**

**Personal Assistant: Mayor (Post Level 7)**

**Duration: Linked to the term of office of the current incumbent**

**Salary: R 187 543 14 per annum excluding benefits**

**Notice Number: 45/18**

**Requirements:** Matric Certificate, and a Secretarial Qualification, Computer Literacy. Minimum of 2 years relevant experience; Ability to work under pressure.

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

**Key Performance Area:** Manage the diary of the Mayor. Facilitate and implement administrative duties assigned to the Mayor; Serve as a receptionist for the Mayor. Attend to enquiries in the office of the Mayor; Organise and manage events hosted by the Office of Mayor. Consolidate reports as and when necessary. Perform any other duties as may be delegated to the candidate.

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](http://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 or T. Maheso on 014 736 8000/8081/8070. 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 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: 29 JUNE 2018**



**MAKHUBELA SM**

**MUNICIPAL MANAGER**