



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

DEPARTMENT: SOCIAL & COMMUNITY SERVICES

TRAFFIC OFFICER GR. 1

(Ref: 42/13)

Salary: 138 677.22 per annum (Post level 7)

REQUIREMENTS: Grade 12 plus Diploma for Traffic Officers. Examiner of Motor Vehicles/Drivers Licenses. A minimum of two (2) years experience. Code EC and A. No Criminal Record.

KEY PERFORMANCE AREAS: 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.

TRAFFIC OFFICER GR.3 (4 POSITIONS)

(Ref: 43/13)

Salary: 108 566.12 per annum (post level 9)

REQUIREMENTS: Grade 12. Diploma for Traffic Officers. No Criminal Records. Minimum Code C1 drivers license. A minimum of one (1) years experience.

KEY PERFORMANCE AREAS: Traffic Law enforcement. Escort and point duties. Conduct road-blocks within jurisdiction of Bela Bela. Perform relevant duties assigned to Traffic Officers. Attend to motor vehicle accidents. Preparedness to work according to a pre-arranged work schedule. Preparedness to work outside normal working hours.

EXAMINER (VEHICLES, DRIVERS & LEARNERS LICENSES)

(Ref: 44/13)

Salary: R138 677.22 per annum (post level 7)

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

KEY PERFORMANCE AREAS: 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.

DEPARTMENT: CORPORATE SERVICES

HUMAN RESOURCES CLERK

(Ref: 51/13)

Salary: R 122 069.47 per annum (post level 8)

REQUIREMENTS: Matric plus three year qualification in Human Resources Management or equivalent. Minimum of two years relevant experience. Computer literacy.

KEY PERFORMANCE AREAS: Administer all types of leave by issuing, recording and capturing all types of leave. Processing of correspondences associated with confirmation of employment, contracts, regret letters as well as termination of services. Completing standardised forms and documentations reflecting details/information and descriptions in respect of appointment/terminations instructions. Maintaining and updating personnel information with respect to changes in employment/personal status. Assist employees to make changes to their details eg. Banking details, pension, conditions of service and social schemes. Rendering administrative services in the recruitment process eg. Making schedules and notifying all stakeholders. Arranging and providing information on matters such as gender, employment levels, race groups and disabilities as required

DEPARTMENT: BUDGET & TEASURY

DEBT COLLECTION CLERK (2 POSITIONS)

(Ref: 48/13)

Salary: R 122 069.47 per annum (post level 8)

REQUIREMENTS: Grade 12 or equivalent. 3-5 years experience in credit control. Computer literacy. Numeracy and communication skills.

KEY PERFORMANCE AREAS: Monitoring of customer accounts and the recovery of outstanding amounts. Completing details on reminder notification indicating amount outstanding and circulating to account holders. Interacting with service departments with respect to disconnections/ reconnections or resumption of services. Preparing documentation and records for handover to activate legal proceedings and collection. Documenting payment term arrangements as agreed to with the customer and/ or executing write off sequences for unrecoverable debts upon approval. Provides support with respect to specific activities/ requirements associated with the functionality of debt

collection section. Attending to specific correspondence/ telephonic enquiries, communicating and providing routine information and/ or referring queries to appropriate departments/ personnel for attention. Reports on debt control when required

Bela-Bela Municipality has a firm commitment to the advancement of designated groups, including women and disabled. Application letters, Comprehensive CV's should be forwarded to the Municipal Manager, Private Bag x 1609, Bela-Bela, 0480. For further information please contact The Divisional Manager Human Resources at 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. Further note that all shortlisted applicants will be subjected to security vetting and information verification.**

Closing Date: 23 August 2013

**MALULEKA MM
ACTING MUNICIPAL MANAGER**