



Bela-Bela Local Municipality

CORPORATE SERVICES DEPARTMENT

INTERNAL ADVERTISEMENT

POSITION: COUNCIL SUPPORT OFFICER

REQUIREMENTS:

- A Matric plus a three-year tertiary qualification and/or five (5) years relevant experience.
- Computer Literacy.
- A Valid drivers licence.

KEY PERFORMANCE AREAS

- Attend Council and Council Committee meetings to provide Committee work services and secretarial support.
- Prepares written draft agendas for Council and Council Committees meetings.
- Ensures recommendations to Council are in the Executive Committee agenda.
- Ensures that resolutions of the Executive Council are submitted to Council for information.
- Ensures typing of written agendas and arranges for signing thereof before printing. Ensures the final copy of minutes reflects accurately with what transpired in the meetings.
- Ensures that all recording equipment is operated correctly, stored safely and in good condition.
- Undertakes general supervision of the subordinate staff within the section.
- Assist the Chairperson's with procedural matters in the meetings.
- Compilation of monthly as well as quarterly operational reports. Compilation of Resolution Management.

SALARY POST LEVEL: 04

R 221 029.03 per annum

Closing Date: 14 February 2014

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

MALULEKA MM

ACTING MUNICIPAL MANAGER

NOTICE NUMBER: 7/14



Bela-Bela Local municipality

BUDGET & TREASURY DEPARTMENT

INTERNAL ADVERTISEMENT

DIVISION: REVENUE DIVISION

POSITION: ACCOUNTS PREPARATION OFFICER

REQUIREMENTS:

- Grade 12 plus a National Diploma and/or five (5) year relevant experience.
- Computer Literacy
- Communications and numeracy skills are essential.

DUTIES

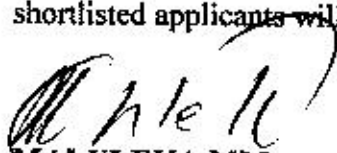
- Ensure that registers for services, re-readings, test meters and complaints are kept for audit purposes.
- Ensure that correspondence, telephone and related enquires are attended to.
- Ensure that journals are posted and that the necessary filing is done.
- Ensure that levies for different services are balancing to votes in main ledger.
- Ensure that rectifications are done to reflect correctness of accounts.
- Report on monthly levies, non functional meters and water losses.
- Create new units and ensure that customers are charged for all services.
- Ensure that the correct tariffs are used.
- Monthly billing to accounts after all the pre-billing reports have been done.

SALARY POST LEVEL: 06

R 164 392.38 per annum

Closing Date: 14 February 2014

Bela-Bela Municipality has a firm commitment to the advancement of designated groups, including women and disabled. Applications letters, Comprehensive CV's and certified copies of qualification should be forwarded to the Acting Municipal Manager, Private Bag x 1609, Bela-Bela, 0480. For further information please contact 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. E mailed and faxed applications will not be accepted. Further note that all shortlisted applicants will be subjected to security vetting and information verification.



MALULEKA MM

ACTING MUNICIPAL MANAGER

NOTICE NUMBER: 6/14