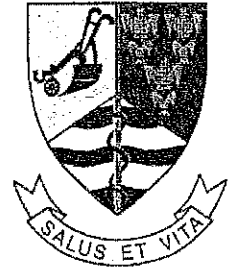


## INTERNAL/EXTERNAL ADVERTISEMENT



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

### TECHNICAL SERVICES DEPARTMENT

#### Divisional Manager Engineering Planning (Post level 1)

Duration: Permanent

Salary: R 730 029,88 per annum excluding benefits

Notice No:97/25

**Requirements:** Grade 12 plus BSc Eng/ B Eng/ B Tech in Civil Engineering or a related field. Valid Code B driver licence. Proof of professional registration with ECSA will be an added advantage. Minimum of five (5) years working experience in a similar role.

**Knowledge:** Strong project management skills, including planning, budgeting, and resource allocation. Knowledge of local government legislation (e.g., Municipal Systems Act, Municipal Finance Management Act), as well as relevant engineering standards and best practices. Excellent communication skills. Ability to work independently and in a team environment

**Key Performance Area:** Developing and implementing long-term engineering and infrastructure plans for the municipality. Overseeing the planning, design, and implementation of various engineering projects, ensuring they are completed on time and within budget. Managing the operational and capital budgets for the engineering department, including resource allocation and expenditure control. Managing and developing the engineering team, providing guidance, mentorship, and performance management. Liaising with various stakeholders, including other municipal departments, external service providers, and community members, to ensure effective project delivery. Ensuring all engineering activities comply with relevant legislation, regulations, and municipal policies. Providing technical expertise and support to other departments within the municipality.

#### Electro Mechanic Fitter & Turner (Post level 6)

Duration: Permanent

Salary: R 343 091,14 per annum excluding benefits

Notice No: 98/25

**Requirements:** Grade 12 plus N3 Fitter & Turner Certificate. Trade Certificate as Fitter & Turner. Valid Code B driver licence. Computer Certificate; Minimum of three (3) years working experience in the water sector.

**Knowledge:** The candidate must be physically fit. Good knowledge of hydraulic and pneumatics systems. Basic welding. Excellent communication skills. Ability to work independently and in a team environment

**Key Performance Area:** Service and repair pressure and level control valves. Responsible for maintenance and repairs of water & sewer pumps. Responsible for general plumbing. Must be able to weld stainless steel, cast iron and mild steel. Brazing & gas welding. Fabricate fittings for pump stations and pipes e.g., brackets. Mechanical fault finding and breakdown repairs on equipment e.g., gearboxes, pumps & couplings. Mechanical fit gearboxes, pumps, pump/ motor couplings. Responsible for record keeping of maintenance work. Responsible for on-site health and safety.

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Corporate Services

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Bela-Bela, 0480

**EPWP Coordinator PMU (Post Level 6)**

**Duration: Permanent**

**Salary: R 343 091,14 per annum excluding benefits**

**Notice No: 99/25**

**Requirements:** Grade 12 plus National Diploma in Administration /Project Management, or equivalent qualification. Minimum of (two) 2 years of relevant experience. Computer literacy and a Valid Code B driver's licence.

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

**Key Performance Area:** Provide support in identification of new projects. Capture EPWP projects and update reports on the designated web-based system. Coordinate all EPWP projects implemented by all Sector Departments within the Municipality. Update registers and statistics. Handle routine enquiries. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Perform any other duties as delegated by Management

**CORPORATE SERVICES DEPARTMENT**

**ICT Network Administrator (Post Level 3)**

**Duration: Permanent**

**Salary: R 484 788, 21 per annum excluding benefits**

**Notice No:100 /25**

**Requirements:** Grade 12 plus National Diploma in Information Technology. A minimum of 3 years of relevant experience on Exchange Server 2010/2013/2016, Domain Name System (DNS) and Dynamic Host Configuration Protocol (DHCP), Active Directory. Cloud technology, preferably O365, Azure, VMWare and HP SimpliVity or equivalent. Must have a Valid Code B driver's license.

**Knowledge and Skills:** Working knowledge of networking and windows server operating system architecture. Knowledge and experience of IT security controls and components (Network IPS, Vulnerability Scanning, Firewalls, Cloud Proxies, NAC, Load Balancers, WAF, VPN, DOS/DDOS, Endpoint Protection), and other cyber security tools. Strong analytical and problem-solving skills. Demonstrate a high level of attention to detail. Takes initiative and works under own direction.

**Key Performance Area:** Provide 3<sup>rd</sup> level support for helpdesk and financial systems. Perform impact analysis for new technologies and application systems. Monitor load levelling of servers. Ensure Local Area Network, Server and Workstations configurations is according to the user requirements. Ensure that systems are operational at all times and that backup and restores are performed. Ensure malware & vulnerability management is performed. Review weekly/monthly health check reports from third parties. Audit/ assess ICT resources to ensure access and security requirements are maintained at the highest level of security. Ensure strict adherence to ICT policies with servers, networks and the internet. Supervision of staff in the ICT Division. Perform any other lawful duties as may be delegated by Management.

**Divisional Manager Human Resources Management (Post Level 1)**

**Duration: Permanent**

**Salary: R 730 029, 88 per annum excluding benefits**

**Notice No:123/25**

**Requirements:** Grade 12 plus Bachelor's Degree in Human Resources Management/Public Administration. A minimum of 5 years of relevant experience of which three must be at a supervisory level. Must have a Valid Code B driver's license.

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**Knowledge and Skills:** Extensive knowledge and understanding of Local Government systems, procedures, and processes. Thorough understanding of employment-related laws and regulations. Good interpersonal and communication skills (written & verbal).

**Key Performance Area:** Develop, implement, and regularly update HR policies to ensure legal compliance. Provide strategic inputs. Formulate required annual plans (SDBIP and performance plans) in accordance with Municipality's strategic plans. Coordinates specific Human Resources functions associated with Recruitment and Selection for approved and funded vacant positions in the municipality. Monitor Labour Relations trends and advise Management accordingly. Manage the administration of staff benefits as per policy and within the allocated timeframe. Accountable for the delivery of occupational health and safety services to employees to ensure the prevention of accidents and to eliminate unsafe working conditions. Oversee the provision of Employee Assistance Programmes designed to provide counseling and referrals for employees for personal or work-related problems.

### BUDGET & TREASURY DEPARTMENT

#### Divisional Manager Budget & Reporting (Post Level 1)

Duration: Permanent

Salary: R 730 029,88 per annum excluding benefits

Notice No: 101 /25

**Requirements:** Grade 12 plus B Degree in Finance / Accounting or Equivalent Accounting Qualification. (NQF 7). A minimum of 5 years of relevant experience of which three must be at a supervisory level. Must have a Valid Code B driver's license.

**Knowledge and Skills:** Extensive experience in local government finance, and in-depth knowledge of municipal finance legislation like the MFMA, GRAP, and Treasury Regulations. Personnel and performance management. Financial systems, procedures and controls. General understanding of local government systems, procedures, and processes. Good interpersonal and communication skills (written & verbal). Ability to work under pressure. Willingness to work outside normal working hours. Knowledge and experience in MSCOA. Presentation Skills, problem analysis and problem-solving skills

**Key Performance Area:** Develops, coordinates and implements policies and procedures relating to budgeting. Analyses Financial reports and scrutinizes project expenditure. Monitors the implementation of the budget in terms of financial and non-financial performance against service delivery. Implement the budget by opening votes for expenditure and allocation of budget in line with the cash flow projections. Provides guidelines for budgeting to departments by arranging and conducting budget workshop. Compare actual expenditure with the budget on a monthly basis. Compile budget status reports monthly. Coordinates and report on the utilization of grants and donor funding in compliance with the division of revenue act and other applicable conditions of funding.

### OFFICE OF THE MUNICIPAL MANAGER

#### Media Liaison Officer (Post level 6)

Duration: Permanent

Salary: R 343 019,14 per annum excluding benefits

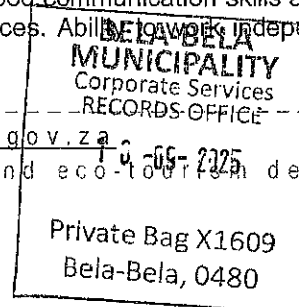
Notice No: 124/25

**Requirements:** Grade 12 plus Diploma in Media Studies or equivalent qualification. Valid Code B driver licence. Minimum of year relevant experience.

**Knowledge:** Must have knowledge of customer care. Good communication skills and report writing. Knowledge of Communication channels and best practices. Ability to work independently and in a team environment

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**Key Performance Area:** Liaise with the media on behalf of the Municipality. Provide support in managing Municipality's website and social platforms.  
Contribute to planning and arrangements of events. Promote the municipality and its programmes favourably with the key stakeholders in the media. Provide support to institution with internal Communication

**The Municipality reserves the right not to fill the advertised position.**

Applications should be submitted on an official employment application form obtainable from the Municipal Website [www.belabela.gov.za](http://www.belabela.gov.za) or Bela-Bela Local Municipality offices and must be accompanied by a comprehensive curriculum vitae, certified copies of academic qualifications, Identity Document and Driver's License. Short-listed candidates will be required to produce original copies of qualifications and identity documents on or before the appointment.

**NB: The successful candidate will be subjected to security vetting, required to submit a disclosure of financial interest, and be expected to sign an employment contract and performance agreement.**

Correspondences will only be entered into with short-listed candidates. Applicants will be penalized for canvassing.

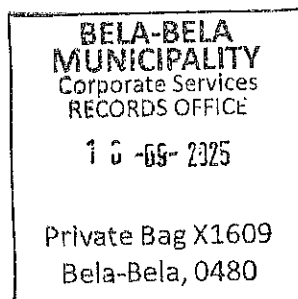
Please forward all applications to: The Municipal Manager, Bela-Bela Local Municipality, Private Bag X1609, Bela-Bela 0480, or applications may be hand delivered at the Municipal Offices, Main Building, Records Office (1<sup>st</sup> Floor) 57 Chris Hani Drive, Bela-Bela. **Faxed or e-mailed applications will not be considered.**

Enquiries must be directed to Ms.ME Mathe at 014 736 8000 during office hours.

**CLOSING DATE: 03 OCTOBER 2025 AT 16H00.**

  
MR. RAMAGAGA T. G  
MUNICIPAL MANAGER

12/09/2025  
DATE



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