



EXTERNAL ADVERTISEMENT



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

TECHNICAL SERVICES DEPARTMENT

General Worker Roads & Stormwater x3

Duration: Twelve Months Contract

Salary: R4 500.00 per month

Notice No:78/24

Requirements: Basic level of literacy or ABET. 6 to 12 months experience. The incumbent must be physically fit, in good health and willing to undergo pre-employment medical screening processes.

Knowledge and Skills: Ability to work in a team and independently. Integrity is highly recommended; must be able to take instructions given; should have good communications skills and must be service delivery orientated.

Key Performance Area: Provides manual labour on constructions and maintenance of roads and stormwater. Performs physical labour with respect to the building of roads and stormwaters as per the instructions from the supervisor. Perform any other lawful duties as may be delegated by Management.

General Workers Water & Sanitation x 7

Duration: Twelve Months Contract

Salary: R4 500.00 per month

Notice No:79/24

Requirements: Basic level of literacy or ABET Level 3; 6 to 12 months experience. The incumbent must be physically fit, in good health and willing to undergo pre-employment medical screening processes

Knowledge and Skills: Ability to work in a team and independently. Integrity is highly recommended; must be able to take instructions given; should have good communications skills, also willing to work long hours as and when required. The incumbent must be service delivery orientated.

Key Performance Area: Digging trenches and holes. Clearing of bushes as and when required. Providing support during the installation, repair and maintenance of water and sanitation reticulation systems by using hand tools to excavate defined areas, laying of pipes and lines, Assist plumbers with the laying of pipes (water and sewer) and installation of water meters (repairs and new), Perform maintenance tasks on sewer systems, pump stations and workshop areas, Cleans worksites, stores equipment and tools, load and offload material as and when required, Cleaning of building and grounds, Offloading & Stacking of chemicals. Perform any other duties as may be delegated. Perform any other lawful duties as may be delegated by Management.

General Workers Electrical Services X 3

Duration: Twelve Months Contract

Salary: R4 500.00 per month

Notice No: 80/24

Requirements: Basic level of literacy or ABET Level 3; 6 to 12 months experience. The incumbent must be physically fit, in good health and willing to undergo pre-employment medical screening processes

Knowledge and Skills: Ability to work in a team and independently. Integrity is highly recommended; must be able to take instructions given; should have good communications skills, also willing to work long hours as and when required. The incumbent must be service delivery orientated.

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Key Performance Area: Digging trenches and holes. Clearing of bushes as and when required. Providing support during the installation, repair and maintenance of electrical systems by using hand tools to excavate defined areas, laying pipes and lines. Assist electricians with the laying of cables and installation of electrical meters (repairs and new). Perform maintenance tasks on electrical systems, substations and workshop areas. Cleans worksites, stores equipment and tools, load and offload material as and when required. Cleaning of building and grounds, Offloading and stacking of equipment. Perform any other lawful duties as may be delegated by Management.

SOCIAL & COMMUNITY SERVICES

General Worker Parks & Cemeteries x 6

Duration: Twelve Months Contract

Salary: R4 500.00 per month

Notice No: 81/24

Requirements: Basic level of literacy or ABET Level 3; 6 to 12 months experience. The incumbent must be physically fit, in good health and willing to undergo pre-employment medical screening processes.

Knowledge and Skills: Ability to work in a team and independently. Integrity is highly recommended; must be able to take instructions given; should have good communication skills, also willing to work long hours as and when required. The incumbent must be service delivery orientated.

Key Performance Area: Sweeping streets, walkways and paved areas using a broom, gathering, picking and transferring litter into refuse collection bags. Picking up litter and/ or items lying in open spaces. Cutting/ trimming lawns and verges using handheld machines (brush-cutters, lawnmowers) and/ or tools (shears, lashers) for the clearing of overgrown shrubs. Weeding, cleaning and shaping flower beds using handheld gardening tools. Removing and replacing refuse bags from collection bins in public areas. Carrying refuse bags to designated areas for collection and/ or attends to the loading/ offloading of refuse bags into/ from refuse vehicles. Perform any other lawful duties as may be delegated by Management

General Worker Traffic Signs and Road Marking x 1

Duration: Twelve Months Contract

Salary: R4 500.00 per month

Notice No: 82/24

Requirements: Basic level of literacy or ABET Level 3; 6 to 12 months experience. The incumbent must be physically fit, in good health and willing to undergo pre-employment medical screening processes.

Knowledge and Skills: Ability to work in a team and independently. Integrity is highly recommended; must be able to take instructions given; should have good communication skills, also willing to work long hours as and when required. The incumbent must be service delivery orientated.

Key Performance Area: Attends to the preparation of work site. (e.g. placing road signage, safety cones and loading/ off-loading equipment, tools, etc). Supporting the Supervisor with the marking and mounting of signage on supporting structures. Placing stencil boards as guide for lettering, using straight edged grinder for straight lines, numbering and marking in marked out areas on road surfaces and painting (with brush/roller) in the applicable lines and signage with the correct colour paint as instructed by the supervisor. Utilizing where required a road-marking machine, ensuring that the machine is cleaned, and correctly calibrated. Preparing of work area for the installation of road studs (cats eyes), drilling of insertion with a mechanized flat drill bit breaker, cleaning of hole, mixing and pouring correct quantity of adhesive and placing stud into adhesive.

General Worker Waste and Cleansing Management x 13

Duration: Twelve Months Contract

Salary: R4 500.00 per month

Notice No: 83/24

Requirements: Basic level of literacy or ABET Level 3; 6 to 12 months experience. The incumbent must be physically fit, in good health and willing to undergo pre-employment medical screening processes.

Knowledge and Skills: Ability to work in a team and independently. Integrity is highly recommended; must be able to take instructions given; should have good communication skills, also willing to work long hours as and when required. The incumbent must be service delivery orientated.

Key Performance Area: Walk, pick up and load refuse bags into the refuse vehicles. Place clean litter bags on the premises. Cleaning spilt waste, sweeping, gathering and inserting into refuse bags and loading into refuse vehicles. Collecting refuse from business premises, lifting mobile waste containers or gathering and loading refuse bags into

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Bela-Bela, 0480

vehicles. Move refuse to create space and attend to offloading of refuse from vehicles using handheld tools at disposal sites. Perform any other lawful duties as may be delegated by Management.

BUDGET & TREASURY DEPARTMENT

Meter Readers X 6

Duration: Twelve Months Contract

Salary: R4 500.00 per month

Notice No:84/24

Requirements: Grade 10 Certificate, Minimum of 1-year working experience. The incumbent must be physically fit, in good health and willing to undergo pre-employment medical screening processes.

Knowledge and Skills: The candidate must have a working knowledge of 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; Assist in data processing associated with the billing of consumers and other public services. Perform any other lawful duties as may be delegated.

CORPORATE SERVICES DEPARTMENT

Cleaner x 2

Duration: Twelve Months Contract

Salary: R4 500.00 per month

Notice No: 85/24

Requirements: Basic level of literacy or ABET Level 3; 6 to 12 months experience. The incumbent must be physically fit, in good health and willing to undergo pre-employment medical screening processes

Knowledge and Skills: Ability to work in a team and independently. Integrity is highly recommended; must be able to take instructions given; should have good communications skills, also willing to work long hours as and when required. The incumbent must be service delivery orientated.

Key Performance Area: To undertake activities associated with maintaining the cleanliness of designated areas and proving support during the relocation of office furniture/ equipment in accordance with the given instructions. Cleaning offices and public buildings, Sweeping, washing, scrubbing, and polishing floors, Dusting, arranging tables and/or chairs, cleaning windows, Filling water bottles with clean water, moving furniture within the offices of the municipality; Preparing and serving refreshments for meetings. Perform any other lawful duties as may be delegated

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 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 (1st Floor) 57 Chris Hani Drive, Bela-Bela. **Faxed or e-mailed applications will not be considered.**

Enquiries must be directed to Ms. MN Ramolobeng / Ms. Mathe M at 014 736 8000/8070/8084 during office hours.

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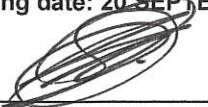
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02-09-2024

Private Bag X1609
Bela-Bela, 0480

Closing date: 20 SEPTEMBER 2024 AT 16H00.


MR. RAMAGAGA T. G
MUNICIPAL MANAGER

30/08/2024
DATE



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