

# Bela-Bela Local Municipality

## SOCIAL AND COMMUNITY SERVICES DEPARTMENT

### VACANCY: SUPERINTENDANT: TRAFFIC

#### MINIMUM QUALIFICATIONS

- Grade 12
- Diploma for Traffic Officers and Diploma for Vehicles
- Diploma for Drivers and Learners Licenses
- ITO qualification or equivalent
- Valid Driver's Licenses: Code A and EC
- Firearm competency certificate
- Computer Literacy
- No criminal record
- 3 years relevant experience.

#### DUTIES

- Management Representative for Vehicle Testing Station.
- Supervising traffic officers.
- Development of testing schedule for Examiners.
- Traffic law enforcement monitoring.
- Compilation and submission of monthly reports.
- Liaison with SABS and Inspectorate on occasional audits.

**SALARY POST LEVEL: 05**

**R 232005-78 per annum**

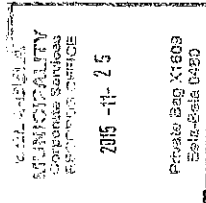
**Closing Date: 18 December 2015**

Candidates should forward the application forms ( Which can be obtained from our website and municipal records office) together with comprehensive CV, certified copies of qualifications and Certified ID to the Municipal Manager, Bela-Bela Local Municipality, Private Bag x 1609, Bela-Bela, 0480 or hand deliver them at 58 Chris Hani Drive, Bela-Bela at the records/registry office. For further information please contact Ms. N Ramolobeng at 014 736 8000/8070. **Faxed or emailed applications will not be considered.** Further note that all shortlisted applicants will be subjected to security vetting and information verification. Bela-Bela Local Municipality is committed to the achievement and maintenance of diversity and employment equity, especially in terms of race, gender and disability. Applicants from these designated groups are encouraged to apply. BBM reserve a right not to make appointment. If you do not hear from us a month after the closing date, kindly accepts that your application has been unsuccessful.

  
MALULEKA MM

**MUNICIPAL MANAGER**

**NOTICE NUMBER: 127/15**





# Bela-Bela Local Municipality

## SOCIAL AND COMMUNITY SERVICES DEPARTMENT

VACANCY: PITT ASSISTANT

### MINIMUM QUALIFICATIONS

- Grade 11
- 1 year working experience.
- Must be physically fit.

### DUTIES

- Assist the Examiner of Motor Vehicles on a daily basis.
- Maintain and keep the vehicle testing station clean at all times.
- Receive and allocate parking to clients at the Vehicle Testing Station.
- Report and record machineries that are faulty.

SALARY POST LEVEL: 15

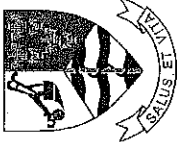
R85 067-46 per annum

Closing Date: 18 DECEMBER 2015

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MALULEKA MM  
MUNICIPAL MANAGER

NOTICE NUMBER: 128/15



# Bela-Bela Local Municipality

## OFFICE OF THE MUNICIPAL MANAGER

VACANCY: DIVISIONAL MANAGER: COMMUNICATIONS

### MINIMUM QUALIFICATIONS

- An appropriate three-year tertiary qualification in Communications/Public Relations or equivalent (NQF6).
- A minimum of five years relevant managerial experience.
- Valid driver's license.

### KEY PERFORMANCE AREAS

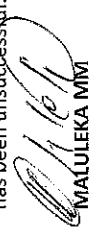
- Communicate with all divisions in the Municipality to develop their communication business plans.
- Represent and communicate on behalf of Municipality in intergovernmental forums
- Researching, editing, and fact-checking on all official speeches from the Municipality.
- Respond to media enquiries on issues brought to the Municipality in consultation with the responsible departments.
- Ensure public participation by promoting and coordinating Municipal and community events.
- Manage and develop the Customer Services Strategy for the Municipality.
- Manage the Communications, Customer Services and Public Participation sections.
- Ensure periodical reporting on all Communications, Customer Services and Public Participation matters of the Municipality.

SALARY POST LEVEL: 01

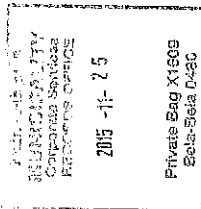
R415 681-32 per annum plus benefits

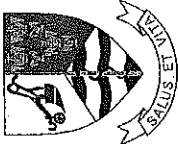
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MUNICIPAL MANAGER

NOTICE NUMBER: 129/15





# Bela-Bela Local Municipality

OFFICE OF THE MUNICIPAL MANAGER

POSITION: TRAFFIC OFFICER GR. 3

## REQUIREMENTS:

- Grade 12.
- Traffic Officers Diploma.
- Valid Code B Drivers License.
- No criminal records.

## DUTIES

- Traffic patrol functions.
- Visible policing.
- Special operations and Traffic escorts
- Point duties.
- Attend to vehicle accidents.
- Enforce legislation such as National Road Traffic Act. And Municipal by-laws.

SALARY POST LEVEL: 11

R107 283-03 per annum

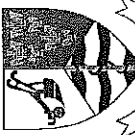
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MALULEKA MM

MUNICIPAL MANAGER

NOTICE NUMBER: 130/15



# Bela-Bela Local Municipality

SOCIAL AND COMMUNITY SERVICES DEPARTMENT

VACANCY: TRAFFIC OFFICER GR1.

## MINIMUM QUALIFICATIONS

- Grade 12.
- Traffic Officers Diploma.
- Firearm Competency Certificate.
- Valid Driver's License, at least Code B.
- Diploma for Motor Vehicles or Drivers Licenses will be an added advantage.
- 3 years relevant experience.

## DUTIES

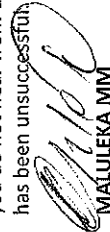
- Traffic Law enforcement
- Attend to motor vehicle accidents.
- Enforce municipal by-laws.
- Assist in escort services as well as disaster management.
- Perform speed operations.
- Prepare and submit reports of duties performed.
- Perform overtime duties as per work arrangement.
- Assist in the testing of motor vehicles/drivers licenses

SALARY POST LEVEL: 07

R164 798-34 per annum

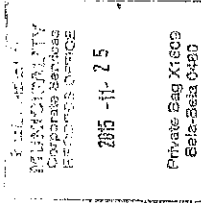
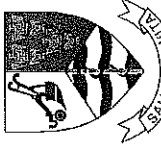
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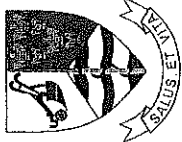
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# Bela-Bela Local Municipality

## OFFICE OF THE MUNICIPAL MANAGER

### RE-ADVERTISEMENT

#### VACANCY: CHIEF CUSTOMER CARE OFFICER

##### MINIMUM QUALIFICATIONS

- National Diploma/Degree in Public Administration or equivalent.
- 3 year's proven experience in customer care;
- Communications Skills; Customer service focus and problem analyzing skills.

##### DUTIES

- Develop and implement customer service policies and procedures.
- Define and communicate customer services standards
- Manage all customer issues and resolve all complaints effectively
- Manage all customer inquiries through phone calls and emails and ensure appropriate assistance in compliance with municipal policies and procedures.
- Manage daily office administration regarding client services.
- Review customer complaints

**SALARY POST LEVEL: 03**

**R276 039-93 per annum**

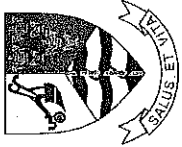
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Mxoluleka Mm

**MUNICIPAL MANAGER**

**NOTICE NUMBER: 132/15**



# Bela-Bela Local Municipality

## BUDGET AND TREASURY DEPARTMENT

### RE-ADVERTISEMENT

#### VACANCY: CHIEF ACCOUNTANT: SUPPLY CHAIN MANAGEMENT

##### MINIMUM QUALIFICATIONS

- B. Degree or Equivalent with Accounting as subject at final year.
- 3-5 years' experience in Financial Management.
- A valid driver's licence.

##### DUTIES

- Co-ordinate and control the Supply Chain Management Process.
- Aligning procedures, systems and controls, executing applications to address the identification, acquisition or disposal of items, monitoring the stock control applications and maintaining records of outcomes.
- Supporting and contributing to fair, equitable, transparent and cost-effective procurement practices that is consistent with policies and laid down requirements encapsulated in legislative frameworks.

**SALARY POST LEVEL: 03**

**R276 039-93 per annum**

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