

**BELA-BELA
MUNICIPALITY**
Corporate Services
RECORDS OFFICE

14-12-2022

Private Bag X1609
Bela-Bela, 0480

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: 74/22

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 5
Duration: Twelve Months Contract
Salary: R4 500.00 per month
Notice No: 75/22

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 2
Duration: Twelve Months Contract
Salary: R4 500.00 per month
Notice No: 76/22

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 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 Waste and Cleansing Management x 11
Duration: Twelve Months Contract
Salary: R4 500.00 per month
Notice No: 77/22

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 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 X3

Duration: Twelve Months Contract

Salary: R4 500.00 per month

Notice No: 78/22

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 1

Duration: Twelve Months Contract

Salary: R4 500.00 per month

Notice No: 79/22

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.

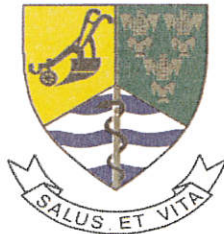
Key Performance Area: To undertake activities associated with maintaining the cleanliness of designated areas and proving support during the relocation of office furniture/ equipment in accordance with the given instructions. Cleaning offices and public buildings, Sweeping, washing, scrubbing, and polishing 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

Bela-Bela Local Municipality has a firm commitment to the advancement of designated groups, including women and the disabled. If you meet the requirement, forward the completed application form obtainable at the municipal records office and website (www.belabela.gov.za), CVs and supporting documents to the **Municipal Manager, Private Bag x 1609, Bela-Bela, 0480**. For further information please contact N. Ramolobeng at 014 736 8000/8081/8070. Should candidates not be notified of the outcome of their applications within ninety days of the closing date, please consider your application unsuccessful. Faxed and emailed applications will not be accepted. The Municipality reserves the right not to fill the positions. Further note that all shortlisted applicants will be subjected to security vetting and information verification.

CLOSING DATE: 04 JANUARY 2023



**RAMAGAGA TG
MUNICIPAL MANAGER**



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: 74/22

General Workers Water & Sanitation x 5
Duration: Twelve Months Contract
Salary: R4 500.00 per month
Notice No: 75/22

General Workers Electrical Services X 2
Duration: Twelve Months Contract
Salary: R4 500.00 per month
Notice No: 76/22

SOCIAL & COMMUNITY SERVICES

General Worker Waste and Cleansing Management x 11
Duration: Twelve Months Contract
Salary: R4 500.00 per month
Notice No: 77/22

BUDGET & TREASURY DEPARTMENT

Meter Readers X3
Duration: Twelve Months Contract
Salary: R4 500.00 per month
Notice No: 78/22

CORPORATE SERVICES DEPARTMENT

Cleaner x 1
Duration: Twelve Months Contract
Salary: R4 500.00 per month
Notice No: 79/22

To view the full advertisements for the above positions, kindly visit the Bela-Bela Local Municipality's Website at www.belabela.gov.za

Bela-Bela Local Municipality has a firm commitment to the advancement of designated groups, including women and the disabled. If you meet the requirement, forward the completed application form obtainable at the municipal records office and website (www.belabela.gov.za), CVs and supporting documents to the **Municipal Manager, Private Bag x 1609, Bela-Bela, 0480**. For further information please contact N. Ramolobeng at 014 736 8000/8081/8070. Should candidates not be notified of the outcome of their applications within ninety days of the closing date, please consider your application unsuccessful. Faxed and emailed applications will not be accepted. The Municipality reserves the right not to fill the positions. Further note that all shortlisted applicants will be subjected to security vetting and information verification.

CLOSING DATE: 04 JANUARY 2023

**RAMAGAGA TG
MUNICIPAL MANAGER**