

INTERNAL ADVERTISEMENT

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

TECHNICAL SERVICES DEPARTMENT

Heavy Duty Operator (Electrical) (Post level 10)

Duration: Permanent

Salary: R 207 303.10 per annum excluding benefits

Notice No: 103/25

Requirements: Grade 10 plus a Valid Code EC1, EC driver's license, Public Drivers Permit. Must have a least one (1) year relevant working experience

Knowledge and Skills: Ability to work as 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: Operating a heavy mechanical plant. Driving and manoeuvring the crane truck and engaging controls to operate mechanisms to enable lifting/ hoisting and levelling sequences. Monitoring overhead powerlines and other site personnel during the operation of the crane truck. Perform any other duties as may be delegated.

Process Controller Class V: Wastewater (Post level 7)

Duration: Permanent

Salary: R 289 422.94 per annum excluding benefits

Notice No: 104/25

Requirements: Grade 12 plus a National Diploma in Water Care or relevant equivalent qualification. Computer Certificate. Valid Code B Drivers Licence. Minimum of 2 years' working experience in the water sector. Registered Class V Operator/ Process Controller with the Department of Water and Sanitation (DWS).

Knowledge: The candidate must have knowledge of Local Government and its legislation. Excellent interpersonal communication (written and verbal), report writing and presentation skills. Good understanding of strategic planning and performance management as well as monitoring and evaluation.

Duties: Supervise shifts at Wastewater Treatment Works (WWTW); ensure that treatment work is optimized to produce treated effluent that complies with all relevant legislation. Undertaking the sampling, testing, analysing and recording of results of various samples of raw, in-process and treated wastewater and sludges. Carry out process equipment adjustments as per the standard operating procedures. Manage resources associated with the wastewater treatment process. Conduct visual inspections to establish functionality levels of systems and components and report to the supervisor; Daily optimization, calculation and recording of chemical dosing and sludge wasted and flow. Optimise sludge wasting, handling, dewatering and disposal for effective plant operation. Perform any other lawful duties as may be delegated.

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

10-09-2025

www.belabela.gov.za Private Bag X1609

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Data Capturer PMU (Post Level 8)

Duration: Permanent

Salary: R 254 762.15 per annum excluding benefits

Notice No:105 /25

Requirements: Matric Certificate and National Certificate in Office Administration or equivalent. Minimum of 2 years relevant experience. Computer literacy and a Valid Driver's License.

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

Key Performance Area: Provide support and assist with all administrative duties required by the PMU team. Processing of related correspondence and assistance in report generation. Control and maintain the national monitoring database of the Municipal Information System (MIS). Provision and quality control of data and information technology. Responsible for the collation of Municipal Infrastructure Grant (MIG) progress reports for submission to National Treasury as well as to Council. Captures relevant data relating to the Expanded Public Works Programme (EPWP) and compiles monthly reports. Perform any other lawful duties as may be delegated

SOCIAL & COMMUNITY SERVICES DEPARTMENT

Supervisor Waste Collection (Post Level 9)

Duration: Permanent

Salary: R 226 580.31 per annum excluding benefits

Notice No:106 /25

Requirements: Grade 12. Must have 2 years relevant experience. A valid Code B driver's license.

Knowledge: Thorough knowledge of the practices of solid waste management, including recycling and composting; good knowledge of public/community relations. Ability to work under pressure maintaining a high level of accuracy and details; Good verbal and written communications skills.

Key Performance Area: Ensure that waste is disposed of efficiently and effectively .Allocate all vehicles and staff to different areas. Report accident and injuries on duty. Ensure the drivers perform pre-trip inspection of trucks on daily basis. Report repairs and servicing of trucks. Inspection of refuse removal areas and street cleaning. Supervise household and business waste removal. Handle enquiries and complaints from public.

Heavy Duty Operator (Waste) (Post level 10)

Duration: Permanent

Salary: R 207 303.10 per annum excluding benefits

Notice No : 107/25

Requirements: Grade 10 plus a Valid Code EC1, EC driver's license, Public Drivers Permit. Must have a least one (1) year relevant working experience

Knowledge and Skills: Ability to work as 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: Operates heavy vehicles designed to compress and transport solid waste. Performing daily truck checklists, ensuring the vehicle's cleanliness and cleanliness of the compactor itself. Adhering to safety protocols due to risks of crushing, hazardous materials, and environmental contamination. . Perform any other duties as may be delegated.

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Bela-Bela, 0480

Page 2 | 4

Supervisor Parks & Cemeteries (Post Level 9)

Duration: Permanent

Salary: R 226 580.31 per annum excluding benefits

Notice No:108/25

Requirements: Grade 12. Must have 2 years relevant experience. A valid Code B driver's license.

Knowledge: Thorough knowledge of the practices of parks and facilities management or horticultural services; good knowledge of public/community relations. Ability to work under pressure maintaining a high level of accuracy and details; Good verbal and written communications skills.

Key Performance Area: Monitors and supervises activities of staff to ensure that work is performed according to work plan and reports on activities performed. Coordinates and supervises utilization, application and maintenance of machinery, equipment, tools and material to ensure production and safety of subordinates. Performs administrative and human resources related activities to ensure productivity and discipline. Performs driving duties by transporting teams to different workplaces. Handle enquiries and complaints from public.

Personal Assistant Senior Manager SOCOM (Post Level 7)

Duration: Permanent

Salary: R 289 422.94 per annum excluding benefits

Notice No:109/25

Requirements: Grade 12 plus a National Certificate in Office Administration/Secretarial or equivalent qualification. A National Diploma will be an added advantage. Must have at least 2 years Secretarial Experience. A valid Code B driver's license.

Knowledge: Excellent written and verbal communication skills; good knowledge of public/community relations. Ability to work under pressure maintaining a high level of accuracy and details; Good verbal and written communications skills. Ability to prioritize tasks and manage multiple responsibilities effectively. Excellent computer skills, particularly MS Word, Excel and PowerPoint. Good telephone etiquette Ability to work under pressure and extended hours

Key Performance Area: Scheduling appointments, meetings, and travel arrangements. Managing phone calls, emails, and other forms of correspondence. Ability to build and maintain positive relationships with colleagues and stakeholders. Assisting with the organization of events and functions. Maintain a high level of confidentiality in performing duties.

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

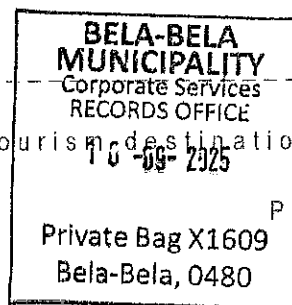
Applications should be submitted on an official employment application form obtainable from the Municipal Website www.belabela.gov.za or Bela-Bela Local Municipality offices and must be accompanied by a comprehensive curriculum vitae, certified copies of academic qualifications, Identity Document and 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.

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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.**

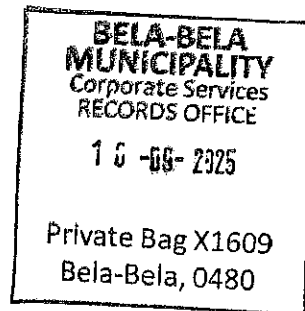
Enquiries must be directed to Ms.ME Mathe at 014 736 8000 during office hours.

CLOSING DATE: 26 SEPTEMBER 2025 AT 16H00.



**MR. RAMAGAGA T. G
MUNICIPAL MANAGER**

10/09/2025
DATE



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