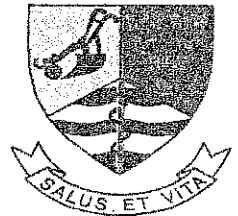


INTERNAL / EXTERNAL ADVERTISEMENT



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

OFFICE OF THE MUNICIPAL MANAGER

Divisional Manager Communications (Post Level 1)

Duration: Permanent

Salary: R 695 200,35 per annum excluding benefits

Notice No: 44/25

Requirements: Grade 12 Certificate plus a Bachelor's Degree/ B Tech in Media Studies/Journalism/Public Relations /Communication or equivalent; Valid Code B Driver's License. Minimum of 5 years' relevant working experience.

Knowledge and Skills: Proven experience in developing and implementing communication strategies. Strong knowledge of communication channels and best practices. Good managerial skills and excellent communication skills. Good presentation and report writing skills. Sound knowledge of the respective Communication media; Networking skills; Speech writing skills. Good knowledge of Customer Care environment with Call Centre Management.

Key Performance Area: Manage Customer Care Call Centre, conduct Customer Satisfaction Survey; Develop and implement a strategic communications plan. Manage and oversee all internal and external communications. Develop and implement key messages for the municipality. Manage the municipality's website and social media platforms. Develop and implement communication campaigns. Manage stakeholder relations. Provide advice and support to senior management on communication matters. Ensure compliance with relevant legislation and regulations. Manage day to day activities of the division.

Internal Auditor (Post level 04)

Duration: Permanent

Salary: R 432 793.23 per annum excluding benefits

Notice No: 45/25

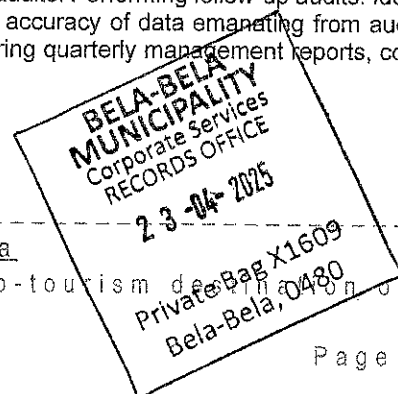
Requirements: Grade 12 plus a National Diploma in Internal Auditing/ Auditing or equivalent qualification and Valid Code B Driver's License. Must have 2 years relevant work experience. Must have no criminal record.

Knowledge and Skills: Must have knowledge of the Municipal Finance Management Act (MFMA) and Treasury Regulations. Must be Computer literate. Good verbal and written communication skills. Have research and analysis skills. Must have the ability to work under pressure and be Self-motivated. Ability to plan, co-ordinate and control the tasks.

Key Performance Areas: Assessing and evaluating the effectiveness of controls, procedures, and processes. Developing audit working papers. Drafting and reporting audit findings. Assisting in the development of internal controls. Collating information and/ or conducting investigations to establish facts for inclusion into responses to internal/ external communications. Assisting in the development and implementation of fraud and corruption prevention and response strategies. Providing assurance to external auditors. Performing special audits. Performing follow-up audits. Identifying and reporting areas of control weaknesses. Checking and verifying the accuracy of data emanating from audits and findings. Collecting information and evidence to support findings. Preparing quarterly management reports, compiling Audit Committee Agenda and submitting to the senior for review.

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BUDGET & TREASURY DEPARTMENT

Chief Accountant Expenditure (Post Level 3)

Duration: Permanent

Salary: R 454 836.54 per annum excluding benefits

Notice No: 46/25

Requirements: Grade 12 plus National Diploma in Accounting /Financial Management or relevant/equivalent qualification. Must have 3 years of relevant experience in expenditure management. A valid Code B driver's license. No criminal record.

Knowledge: Must have sound knowledge of the Municipal Finance Management Act (MFMA). Must be Computer literate. Good verbal and written communication skills. Must have good report-writing skills. Must be able to work independently, under pressure and meet deadlines. Must have problem solving skills. Computer literacy knowledge of Microsoft Office (especially Excel and Word).

Key Performance Area: Monitoring timeous payment of all creditors in accordance with contractual commitments, MFMA and applicable legislation. Verifying captured payments as processed on financial system on banking system for release by council's authorized signatories. Monitoring the payments against contract terms and/ or allocation schedules, identifying and forwarding anomalies for correction or approval of adjustments. Checking and verifying Creditor statement against remittance advice, identifying with outstanding payments for reporting purposes as received from Supply Chain Management. Maintaining and updating investments records, detailing term, interest rate and maturing dates. Preparing the Cashbook reconciliation, detailing outstanding cheques, total payments and total receipts, against the bank statement. Administering approved deductions (loans, medical, pensions, unemployment insurance, garnishee orders, etc.), referring to printouts to establish payment amounts. Controls sequences associated with the information processing and updating related to payroll transactions.

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT

Divisional Manager Local Economic Development (Post level 1)

Duration: Permanent

Salary: R 695 200,35 per annum excluding benefits

Notice Number: 48/25

Requirements: Grade 12 plus a Bachelor's Degree in Economics /Developmental Studies. Valid Code B Driver's License. Must have 5 years relevant working experience of which 3 must be at a middle management position.

Knowledge and Skills: Good verbal and written communication skills. Ability to work under pressure. Sound knowledge and understanding of Local government legislation and constitutional mandate. Good knowledge and understanding of Local economic development project and programme management. Knowledge and understanding of SCM processes and MFMA requirements and understanding of the roles and interactions and complexities of the three spheres of government in economic empowerment and development.

Key Performance Area: Manage and promote local economic development in the Municipality. Implement and manage LED policies and strategies. Liaise with relevant stakeholders (sector departments and private sector) on LED within and outside the Municipality. Implement and manage adequate community participation, poverty alleviation for sustainable livelihood and local investment strategies for the Municipality. Manage and facilitate economic empowerment through SMME support strategies, programmes, and action plans. Assist communities in developing business plans for LED projects as well as appraise and qualify potential projects. Align Municipality's LED strategy with the IDP and with Provincial and National initiatives. Promote and support emerging farmers. Source funding for LED projects from relevant institutions. Construct the annual Tourism Marketing Plan based on statistics from enquiries, tourism shows and visitors' registers. Monitor the development publicity and marketing material, identify the theme or intention, and suggest creative captions, illustration and information that will interest a targeted market segment.

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

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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) 58 Chris Hani Drive, Bela-Bela. **Faxed or e-mailed applications will not be considered.**

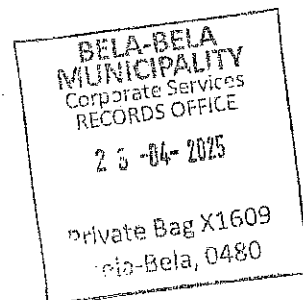
NB: Applications received after the closing date will not be considered.

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

Closing date: 20 MAY 2025 AT 16H00.


MR. RAMAGAGA T. G
MUNICIPAL MANAGER

22/04/2025
DATE



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