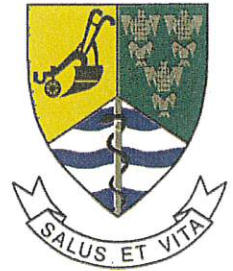




INTERNAL / EXTERNAL ADVERTISEMENT



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

TECHNICAL SERVICES DEPARTMENT

Divisional Manager Roads & Stormwater (Post level 01)

Duration: Permanent

Salary: R 684 926.45 per annum excluding benefits

Notice No:21/25

Requirements: Grade 12 plus a BSC Civil Engineering/ B. Tech. Civil Engineering or equivalent. Registered as a professional with ECSA and Valid Code B Driver's License. Must have 5 years relevant work experience of which 3 years must be in a middle management position.

Knowledge and Skills: Must have knowledge of Thorough knowledge of Engineering Project (Roads & Civil) planning processes and Local Government Sector processes. Sound knowledge of research and analytical theories and practices. Good project financial costing skills. Excellent communication skills. Excellent report writing and presentation skills. Attention to detail. Drive and tenacity to lead a multi-disciplinary project team. Monitoring of contractor performance.

Key Performance Areas: The successful applicant will be reporting directly to the SM Technical Services. Manage the provision of roads and storm water services. Manage roads construction and maintenance activities. Plan and manage activities of the division. Manage performance of employees in the division. Manage utilisation of resources. Manage human resources and administrative. Facilitating and commenting on Roads and Stormwater projects associated with developments and ensuring that impacts of new development on existing infrastructure are mitigated. Identifies and defines the immediate, short- and long-term objectives / plans associated with the functional utilization, upgrading and maintenance of Municipal building. Oversee and manage all building and office equipment maintenance activities. Assess the current state of facilities, review recommendations made by subordinate for areas which require remedial work and develop the Maintenance Plan.

PMU Technician (Post Level 04)

Duration : Permanent

Salary: R 432 793.23 per annum excluding benefits

Notice No: 13/25

Requirements: Grade 12 plus National Diploma in Civil Engineering or equivalent qualification. Valid Code B Driver's License. At least 2 years credible experience in Project Management.

Knowledge: Knowledge of Municipal Infrastructure Grant (MIG), Expanded Public Works Programme (EPWP), Project Management and Civil Engineering Design Packages. Monitor Existing Municipal Infrastructure, Responsible for the Implementation of the Municipal Maintenance Plan.

Key Performance Area: Provide Technical support and evaluating proposed project in alignment with respective Municipal IDP. Administer Labour intensive projects in line with the EPWP framework and the related reporting requirements. Conduct site visits/progress meetings to ensure compliance with Business Plans conditions, specifications, and designs. Preparing monthly payments schedule documents. Maintain project performance data on a national database (MIS). Ensure contractors compliance with OH&S and other related legislative framework. Assist with the preparation and implementing MIG capacity building business plans in alignment with the Municipal Business Plan, MIG orientation workshops etc. Assist with facilitating community liaison linkages to ensure full community

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participating at all stages of a project's life cycle. Assist with the conducting bi-annual social economic impact assessments on selected projects as required by the MIG Units. Assist with the co-ordination of project-based capacity building in terms of Job creation with the focusing introducing labour based on construction methodology and development of SMMEs where technically feasible. Verify payment certificate and prepare monthly payments schedule documents for MIG and own funded projects.

Superintendent: Wastewater Treatment Plant (Post Level 5)

Duration: Permanent

Salary: R 382 280.58 per annum excluding benefits

Notice No: 2725

Requirements: Grade 12 plus National Diploma in Water Waste Treatment/Water Care or equivalent plus operator's certificate. Must be registered as a Class V Process Controller with the Department of Water Affairs. At least 2 years' experience in Water and/or Wastewater treatment works operations. A valid Code B driver's license.

Knowledge: The incumbent must demonstrate knowledge of process functionality within a Waste Treatment Plant/Wastewater Treatment Works and associated installation. Knowledge of plant performance and system functionality and recording and reporting outcome analytical, be able to pay attention to detail, be able to work independently as part of a team, be able to work under a highly pressurized and deadline driven environment, must have good communication skills (both verbal and written) and good interpersonal skills.

Key Performance Area: The incumbent will be responsible for overseeing the day-to-day operations and maintenance of a wastewater treatment plant, including ensuring compliance with environmental regulations, monitoring treatment processes, performing necessary repairs, and implementing improvements to the facility, all while maintaining operational efficiency and safety standard. Directing the operation of all wastewater treatment plant equipment, including pumps, filters, clarifiers, and disinfection systems. Monitoring treatment processes through regular sampling and analysis of wastewater. Leading and supervising a team of wastewater treatment plant operators.

Water Quality Officer (Post Level 07)

Duration: Permanent

Salary: R 271 541.53 per annum excluding benefits

Notice No: 14/25

Requirements: Grade 12 plus National Diploma in Water Care/Chemical Engineer or equivalent qualification. Valid Code B Driver's License. At least 2 years credible experience in a municipal environment in potable water treatment and wastewater treatment works.

Knowledge: Knowledge of the National Water Act, 36 of 1998, and related policies, strategies, and guidelines. Understanding the principles of Integrated Water Resource Management. Innovative thinking. Must have knowledge of BDS/GDS drop system.

Key Performance Area: Supervise operations and maintenance of water treatment works through the implementation of procedures, applications, systems. Inspect and analyse reports with respect to plant performance and implement corrective measures and change to operating parameters to address deviation. Conduct test analysis of water quality. Formulate strategies for water conservation and demand management, identifying the requirements for infrastructure replacement, refurbishment, and specialized interventions to reduce water losses (capital works) and budgets. Evaluate and comment on the applicability of specific key performance indicators and measures against water outcomes. Facilitate the collation, interpretation, and provision of strategic information available on the required interventions necessary to ensure adequate water services provision to expanding infrastructure due to new developments

Process Operators: Water Purification X2 (Post Level 13)

Duration: Permanent

Salary: R 155 799.41 Per annum excluding benefits

Notice Number: 01/25

Requirements: Grade 10 plus NQF Level 2 qualification. A minimum of one year of relevant experience.

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Knowledge and Skills: The Candidate must have the ability to read, write and calculate. The incumbent must be physically fit, in good health and willing to undergo pre-employment medical screening processes. The ability to work at heights and in confined spaces. Perform shift duties on a roster basis, work overtime when required during emergencies and work in all weather conditions.

Key Performance Area: Conducting visual inspection. Checking and recording readings. Performing chlorine residual and other tests and analyses. Collecting water samples. Using handheld tools to operate large pumps and blowers, etc. Dosing and mixing chemicals. Performing housekeeping and maintenance duties. Reporting deviations, incidents and security breaches to the Supervisor. Monitoring and carrying out chlorine drum changes to ensure chlorine supply. Controlling valves and sluice gate dam levels. Be involved with the safety programme and planned shutdowns. Manually cleaning slow sand filters.

Process Operators: Wastewater Treatment Plant X 5 (Post Level 13)

Duration: Permanent

Salary: R 155 799.41 Per annum excluding benefits

Notice Number: 02/25

Requirements: Grade 10 plus NQF Level 2 qualification. A minimum of one year experience.

Knowledge and Skills: The Candidate must have the ability to read, write and calculate. The incumbent must be physically fit, in good health and willing to undergo pre-employment medical screening processes. The ability to work at heights and in confined spaces. Perform shift duties on a roster basis, work overtime when required during emergencies and work in all weather conditions.

Key Performance Area: Assist with the operations and maintenance of the Sewer Pump Stations and working day/night shifts. Repair small pipes by using hand tools to effect operations and maintenance. Repair or facilitate the repair of pipe and pump Blockages. Attend to processing machinery and equipment in specific work areas such as inlet works, screens, pump stations, settling tank sand sludge pumps and biofilters, humus tanks, and any other areas as may be necessary. Perform any other lawful duties as may be delegated by Management.

Electrician x 3 (Post Level 6)

Duration: Permanent

Salary: R 321 893.95 per annum excluding benefits

Notice No: 03/25

Requirements: Grade 10 and Electrical Trade Test. At least 2 years' Municipal experience in the electrical maintenance and/or construction field. A valid Code B driver's license with PDP. ORHVS Cert will be an added advantage.

Knowledge and Skills: Must be able to interpret engineering drawings. Be able to work under minimum supervision. Be able to work under pressure. Be willing to work extra hours when required. Be willing to work standby. Good interpersonal skills. Ability to handle hydraulic lifting and pneumatic high voltage pressure cable fault finding equipment.

Performance Area: Construction, maintenance, and operation of electrical networks (11KV and 22KV). Maintenance of the high and low voltage networks to supply electricity to consumers. Maintenance on streetlights, high mast, and area lights. Fault finding. Testing of equipment. Locating and spiking of cables. Installations of new equipment. Provide electrical maintenance services to ensure continuous power supply. Perform maintenance on overhead lines, substations and substations switching yards and other general duties. Perform duties associated with the creation of new assets on the electrical infrastructure. Provide electrical maintenance services. Perform any other duties as may be delegated by Management.

Superintendent: Road Maintenance (Post Level 5)

Duration: Permanent

Salary: R 382 280.58 per annum excluding benefits

Notice No: 22/2025

Requirements: Grade 12 plus National Diploma in Civil Engineering or equivalent qualification. A minimum of two (2) years' experience in the field of construction and maintenance. Computer Certificate and a valid Driver's Licence.

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Knowledge: Proven experience in Project Management, Technical design and Analytical skills. Computer-aided engineering applications. Knowledge of legal compliance, technical report writing. Problem solving, decision making, teamwork, creativity, customer focus, good communication skills, computer skills and people management skills.

Key Performance Area: The incumbent will be responsible for supervising the employees in the roads and maintenance unit. Planning, coordinating, and supervising the construction and maintenance of roads, buildings and other related activities, management, and control of work performed by contractors. Provide effective and efficient administration in the roads and maintenance unit. Responsible for occupational health and safety of the staff members in the unit. Compile unit monthly reports. Maintenance of the municipal roads. Ensure training of employees on road maintenance methods, techniques and materials used. Plan maintenance activities in accordance with the approved budget. Perform any other duties as may be delegated.

SOCIAL AND COMMUNITY SERVICES DEPARTMENT

Superintendent: Traffic (Post Level 5)

Duration: Permanent

Salary: R 382 280.58 per annum excluding benefits

Notice No: 23/25

Requirements: Grade 12 plus a National Diploma in Traffic / Traffic Officer Diploma and ITMPO III Diploma or equivalent qualification. A minimum of two (2) years' experience years relevant experience as traffic and law enforcement officer. Provide proof of registration with Department of Transport and provide infrastructure number. A valid code B/EB driver's license. Must have no criminal record.

Knowledge: The incumbent must have sound knowledge of the Administrative Adjudication of the Road Traffic Offences Act (AARTO). The Incumbent must have an intensive knowledge of relevant traffic and law enforcement legislations., good communication skills, computer skills and people management skills.

Key Performance Area: The incumbent will be responsible to coordinate the implementation of operational law enforcement plan. Enforce road traffic legislations and other relevant legislations. Coordinate joint law enforcement activities and projects. Coordinate traffic control and crime prevention activities. Control and manage accident scenes and manage people on the scene of the accident. Issue notices and execute arrests under relevant acts, directives and procedures. Attend court proceeding and give evidence. Provide formal and informal report. Supervise staff within the unit.

Superintendent: Waste Management 5)

Duration: Permanent

Salary: R 382 280.58 per annum excluding benefits

Notice No: 24/25

Requirements: Grade 12 plus a National Diploma in Environmental Studies / Waste Management or equivalent qualification. A minimum of two (2) years' experience years relevant experience in solid waste management. A valid Code B driver's license. Must have no criminal record.

Knowledge: The incumbent must have sound knowledge of Excellent Communication and report writing Skills. Problem-solving and interpersonal skills. Excellent organizational and administrative skills. Ability to work under pressure. Understanding of the local government environment. Strong client service and team focus The Incumbent must have an intensive knowledge of relevant traffic and law enforcement legislations., good communication skills, computer skills and people management skills.

Key Performance Area: The incumbent will be responsible to plan and supervise the removal of residential and business/commercial refuse, cleaning, and maintenance of streets, and open spaces. Facilitate provision of refuse bins to sort the waste at the dumping site. Create awareness to community regarding waste collection, sorting, illegal dumping, littering and economical value through recycling. Identify areas to be cleaned within the municipality and deploy staff to clean. Coordinate data capturing on SAWIC system. Develop Environmental Plan for celebration of local environmental calendar days. Ensure that the municipal landfills are well maintained and in compliance with council and health regulations. Provide formal and informal report. Supervise staff within the unit.

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Examiner DLTC (Post Level 7)

Duration: Permanent

Salary: R 271 541.53 per annum excluding benefits

Notice No: 15/25

Requirements: Grade 12 plus Grade A Examiner of Driver's Licence Diploma. Valid Code EC & A drivers Licence. 2 years relevant experience. E-Natis Certificate will be an added advantage. Must be computer literate. Must not have a criminal record.

Knowledge: Must have knowledge of National Road Traffic Act and other relevant legislations. Ability to work under pressure maintaining a high level of accuracy and paying attention to details. Good verbal and written communication skills.

Key Performance Area: Test learners and drivers licence candidates. Check particulars of the applications and ensure validity of all relevant documents. Complete practical examination sheet and inform applicant of procedures to be followed as well as conducting eye test. Evaluate drivers of Municipal Councils vehicles and authorise driver's licences. Issuing of license to successful learner drivers and ensure that they are fully competent as required by the National Road Traffic Act.

Senior Processing Clerk (Post level 06)

Duration: Permanent

Salary: R 321 893.95 per annum excluding benefits

Notice Number: 25/25

Requirements: Grade 12 plus Diploma in Public Administration or relevant equivalent qualification. Minimum of 2 years relevant experience. Valid Code B Drivers Licence.

Knowledge and Skills: The candidate must have a working knowledge of computers and electronic data processing, and the ability to communicate effectively verbally and in writing. Must, be able to work under pressure. Computer literacy. Must have financial management skills.

Key Performance Area: Receive all traffic fines and capture information on the system. Generate Sect 341 notices and prepare the tickets for prosecution. Preparing and printing the court roll. Attending to court for the court roll. Preparing and printing of warrant of arrest register. Issuing warrants of arrests to traffic officers for Execution. Re-direct the returned fines generated from speed camera. Filing of traffic fines accordance to numeric sequence and court dates/ and other documents. Perform bank reconciliation for section and department of Finance for the transfer of moneys in the joint account to the main account. Capturing representations. Return warrants of arrests to Magistrate for cancellation when warrants of arrests expires after 24 months. Supervising subordinates

BUDGET & TREASURY DEPARTMENT

Accountant Budget & Reporting (Post Level 4)

Duration: Permanent

Salary: R 432 793.23 per annum excluding benefits

Notice No:16/25

Requirements: Grade 12 plus National Diploma in Accounting /Financial Management or relevant/equivalent qualification. Must have 2 years of relevant experience in budgeting and financial reporting. A valid Code B driver's license. No criminal record.

Knowledge: Must have sound knowledge of the Municipal Finance Management Act (MFMA). Understanding of budget process flow. A clear understanding of budget principles and reporting standards. Good budget and financial management skills. Must be able to monitor and control the budget. Must understand mSCOA. Must have good report-writing skills. Must be able to work independently, under pressure and meet deadlines.

Key Performance Area: The incumbent will be responsible for the compilation of statutory financial reporting as per MFMA (Municipal Finance Management Act) e.g., monthly, quarterly, and biannually reporting. Responsible for grant administration, management, and reporting. Assist with the setting and compilation of the Municipal budgets, tariffs, costing and compilations of budget schedules as per MFMA and municipal budget reporting regulations. Compilation of journals, ratio's, financial operational and capital reporting, various reconciliations and performing due diligence on

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financial transactions. Assist with year-end procedures for the compilation of the annual financial statements. Responsible for administering the financial audit file.

Credit Control Officer (Post Level 6)

Duration: Permanent

Salary: R 321 893.95 per annum excluding benefits

Notice No: 17/25

Requirements: Grade 12 plus National Diploma in Accounting /Financial Management or relevant/equivalent qualification. Must have 2 years of relevant experience in Credit Control and Debt Collection. A valid Code B driver's license. No criminal record.

Knowledge: Must have sound knowledge of the Municipal Finance Management Act (MFMA). Knowledge of the Municipal Financial Management System. Excellent Computer skill with advanced knowledge of MS Excel. Ability to communicate effectively at all levels. Ability to work under pressure. Must have good report-writing skills. Must be able to work independently, under pressure and meet deadlines.

Key Performance Area: The incumbent will be responsible to track outstanding debts. Plan course of action to recover owed monies. Obtain cut-off list from contractor. Verifying the list against official records and calculate amount due to the municipality. Process information for purposes of payment. Process work orders for utility disconnections, reconnections, new orders and other utility requests to track outstanding debts. Handle customer's queries or complaints. Update account status and database regularly. Ensure that all arrear accounts are tended to, and that credit control policy is exercised on the collection of outstanding debt. Ensure that the number of arrangements are made for the effective management of the Credit Control System and the capturing of statistical documentation and information

CORPORATE SERVICES DEPARTMENT

Divisional Manager Information Technology (Post Level 1)

Duration: Permanent

Salary: R 684 926 .45 per annum excluding benefits

Notice No: 19/25

Requirements: Grade 12 plus Bachelor` degree/National Diploma in Computer Science or equivalent qualification. 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. Understanding principles and practices of network design and administration. Legislation governing ICT. Data processing and information management systems. Knowledge of computer and other automated systems. Knowledge of ICT systems. Excellent administration skills. Good networking skills. Time management skills.

Key Performance Areas: Deliver efficient and appropriate ICT services by identifying ICT needs in terms of critical technology requirements within the organisation. Manage ICT budget effectively through strict budget control and monthly budget reviews. Analysing and aligning requirements with operating capacity and capability; Supervising of staff by defining and adjusting of the key performance indicators and role boundaries of personnel against service delivery requirements. Ensure timely recovery in cases of disaster or hardware and software failures and to ensure availability, continuity, and security data and information technology services.

Occupational Health and Safety Officer (Post Level 5)

Duration: Permanent

Salary: R 382 ,280.58 per annum excluding benefits

Notice Number: 20/25

Requirements: Grade 12 plus National Diploma in Safety Management or equivalent, Certificate in SAMTRAC (**Safety Management Training Course**) will be added advantage. Valid Code B Drivers Licence **No criminal records**.

Knowledge: The candidate must have knowledge of incident management systems (RCAT, ICAM, and SCAT) and Risk Assessment. Ability to work independently and as part of a team. Good communication and interpersonal skills. Understand and ability to maintain a high level of confidentiality. Report writing skills.

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Key Performance Area: Inspect all municipal workstations and assess risks and contraventions of the Occupational Health & Safety Act (OHS Act). Coordinate the establishment of safety representatives and their training. Draft OHS policies, procedures, and guidelines. Facilitate medical surveillance as and when required. Inspect Personal Protection Clothing (PPC) issued to employees. Conduct internal incident investigations, mitigate, and prevent future health risk occurrences. Monitor projects across the Municipality in respect of OHS matters. Administer claims for Compensation regarding injuries on duty and occupational diseases. Monitor the utilization of the OHS budget. Compilation of monthly reports on OHS activities, incidents, training, risk assessments, COIDA, to management and Council. Perform any other lawful duties as may be delegated by Management.

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) 58 Chris Hani Drive, Bela-Bela. **Faxed or e-mailed applications 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: 28 February 2025 AT 16H00.


MR. RAMAGAGA T. G
MUNICIPAL MANAGER


DATE

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