



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

Divisional Manager: Information Management

Re-advertisement

(Post Level 1)

Duration: Permanent

Salary: 349 794-36 per annum plus benefits

Requirements: National Diploma / Degree or equivalent qualification in Information Technology.. Major courses in Computer Science and Finance Management will be an advantage Code EB Drivers License. At least 4-5 years credible experience in the relevant field.ICT experience in municipal environment will be an added advantage.

Duties: Define the goal and objectives of ICT team, Align ICT to meet business needs, Build and support effective ICT governance,ICT hardware and software sourcing , Implement integration of various ICT systems, ICT Vendor Management,ICT Performance Measurements, ICT Security Management , Enforce and monitor strict adherence to information communication technology Policies, Municipal website maintenance. Records management and manage personnel within IT division and records division.

Notice Number: 46/14

Fleet Management Officer

Re-advertisement

(Post Level 6)

Duration: Permanent

Salary: R 164 392.38 per annum

Requirements: A Bachelors degree or equivalent qualification with 2 years experience in fleet management administration. At least 2 years supervisory experience. Mechanical knowledge will be an added advantage. Computer literacy that includes a good working knowledge of Microsoft Office Products especially Ms Excel and Ms Word. Valid driver's license.

Duties: Manage the administration of the licensing of vehicles. Maintain and update vehicle records and vehicle specifications. Manage the administration of the leased motor vehicle scheme Compiling maintenance activities, operations costs, condition of fleet and facilities, safety reports. Maintain repair requirements and replacement time of vehicles, and determine when a vehicle should be declared surplus and disposed. Supervising subordinates and their performance . Ensure that vehicles are serviced on regular intervals as required by service plans .Ensure that drivers for vehicles have valid driver's licenses and develop data base for record purposes. Report on expenditure patterns. Administration of the payment of traffic fines. Ensure that there is no misuse of

vehicles. Coordinate arrangements for officials to be transported to and from the destinations.

Notice Number: 47/14

Divisional Manager: Legal Services

(Post Level 1)

Duration: Permanent

Salary: 349 794-36 per annum plus benefits

Requirements: Bachelor` degree in Law/LLB or equivalent. Admission as an Advocate or Attorney will serve as an added advantage. Three years experience in Middle Management position. Experience in Municipal environment will be an added advantage. Code C1 Drivers License. Computer Literacy.

Duties: Compile council resolutions and submit to relevant divisions and departments. Provide legal advice and assistance in general as well as with bylaws. Coordinate the compilation and promulgation of new by-laws and review of existing ones. Coordinate litigation processes for civil cases with the Municipality, councilors and officials to protect interest of the Municipality. Prepare legal opinions and where relevant liaise with external lawyers to ensure all legal matters are dealt with and resolved in the best interest of the Municipality. Originate and review legally binding contracts, agreements and policies/work instructions and ensure that they are in compliance with all statutory, legal requirements.

Notice Number: 18/14

Candidates should forward the application letters indicating the position they are applying for 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 The Divisional Manager Human Resources at 014 736 8000. **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.

MM MALULEKA

ACTING MUNICIPAL MANAGER

CLOSING DATE: 04 JULY 2014