



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

**OFFICE OF THE MUNICIPAL MANAGER**  
Office of Municipal Manager

**Senior Internal Auditor (Post Level 3)**

**Duration: Permanent**

**Salary: R 380,349.29 per annum excluding benefits**

**Requirements:** Matric Certificate plus Bachelor's Degree/ BTech in Auditing /Accounting / Internal Audit or equivalent. Three years of related experience in Auditing. A valid driver's license. Computer Literacy.

**Knowledge and Skills:** Good knowledge of the Standards for Professional Practice of Internal Audit; Understanding of Local Government Environment; Ability to work under pressure. The ability to maintain a high level of professional ethics; Good verbal and written communications skills.

**Key Performance Area:** Provide assurance services in terms of all applicable legislation. Analyse data and advice Management based on the findings. Develop and execute an Internal Audit Plan/Programmes. Perform Internal Audit Projects as per the approved plan. Assess risks and recommend control measures. Interact with the Auditor General. Compilation of the Internal Audit reports. Perform any other lawful duties as may be delegated by the Audit Committee.

**Notice No: 27/20**

**BUDGET & TREASURY DEPARTMENT**

**Accountant Budget (Post Level 4)**

**Duration: Permanent**

**Salary: R 361,915.94 per annum excluding benefits**

**Requirements:** Matric Certificate plus National Diploma in Accounting or equivalent. Two years of relevant experience in budgeting and financial reporting. A valid Code B driver's license. Computer literacy.

**Knowledge and Skills:** Knowledge of the Municipal Finance Management Act (MFMA) and other related Local Government legislation. Understanding of budget processes, principles and reporting standards. Financial management skills. Conversant with the Municipal Standard Chart of Accounts (mSCOA). Good communication and writing skills. Ability to work with a team and independently, and also the ability to work under pressure.

**Key Performance Area:** Budget planning, compilation and management. Budget analysis and present the financial position of the Municipality to Management. Prepare budget reports for Management. Develop and implement budget Audit Action Plan. Ensure compliance with the National Treasury Regulations and other related legislation regarding budget compilation. Prepare Annual Financial Statements (AFS) according to Generally Recognized Accounting Practice (GRAP) Standards. Reconcile investments and bank accounts. Perform any other lawful duties as may be delegated by Management.

**Notice No: 28/20**

**Accountant Reporting (Post Level 4)**

**Duration: Permanent**

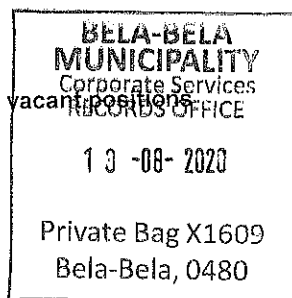
**Salary: R 361,915.94 per annum excluding benefits**

**Requirements:** Matric Certificate plus National Diploma in Accounting or equivalent. Two years of relevant experience in budgeting and financial reporting. A valid Code B driver's license. Computer literacy.

**Knowledge and Skills:** Knowledge of the Municipal Finance Management Act (MFMA) and other related Local Government legislation. Understanding of budget processes, principles and reporting standards. Financial management skills. Conversant with the Municipal Standard Chart of Accounts (mSCOA). Good communication and writing skills. Ability to work with a team and independently, and also the ability to work under pressure.

**Key Performance Area:** Compile and review departmental reports related to the budget, Prepare monthly, quarterly and annual financial reports focused on revenue and expenditure information and provide analyses thereof. Facilitate the preparation of Annual Financial Statements (AFS) using Generally Recognised Accounting Practice (GRAP). Ensure compliance with any legislation and any related policies. Ensure integrity of financial system data. Interact with the Internal Audit, Audit Committee and the Auditor General. Perform any other lawful duties as may be delegated by Management.

**Notice No: 29/20**



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13-08-2020

Private Bag X1609  
Bela-Bela, 0480

**SOCIAL & COMMUNITY SERVICES DEPARTMENT**

**Divisional Manager Parks, Cemeteries & Community Facilities (Post Level 1)**

**Duration: Permanent**

**Salary: R 572,758.04 per annum excluding benefits**

**Requirements:** Matric Certificate plus B Degree in Horticulture, Environmental Management or equivalent. Five years of relevant experience. Valid Code B driver's licence.

**Knowledge and Skills:** 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. Ability to work with a team and independently; integrity is highly recommended, the candidate must be service delivery orientated. The candidate must have good financial and project management skills.

**Key Performance Area:** Develop, manage, maintain, and extension of parks, recreational facilities of the Municipality. Manage the staff component in the division and perform administrative duties. Schedule, assign and perform tasks according to the approved projects. Submit reports to the Municipal Council. Manage horticulture activities. Manage municipal cemeteries. Handling pauper's funerals. Perform any other lawful duties as may be delegated by Management.

**Notice No: 30/20**

**Management Representative Driving License Testing Centre (DLTC) (Post Level 5)**

**Duration: Permanent**

**Salary: R319, 675.60 per annum excluding benefits**

**Requirements:** Matric Certificate plus Diploma for Examiner of Drivers Licences. Registration with Department of Transport as an Examiner of Driving Licences Grade A. Five years of relevant experience in Licensing environment. Valid Code EC Driver's Licence with a valid Professional Drivers Permit (PrDP). Computer literate. No criminal records. Shortlisted candidates must submit their Police Clearance Certificates not older than six (6) months on the date of interviews.

**Knowledge and Skills:** The candidate must have a sound knowledge of the National Road Traffic Act No 93 of 1996 (NRTA), SysAdmin, Audit, Network and Security (SANS) codes and quality assurance manual. Knowledge of relevant Provincial Road Traffic Management Regulations. Good interpersonal communication (written and verbal) skills, report writing and presentation skills. Ability to work with a team and independently; integrity is highly recommended, and the candidate must be service delivery orientated.

**Key Performance Area:** Supervise the DLTC section and ensure compliance with the NRTA and SANS standards. Document management through the DLTC quality control system. Manage and maintain the testing station and equipment. Managing and controlling the daily operations of the DLTC. Compile monthly reports. Manage the calibration of equipment. Develop a quality assurance manual. Submission of roadworthy statistics to South African Bureau of Standards (SABS), Province and the National Department of Transport. Issuing of public transport support letters and inspection of public transport vehicle markings. Investigate complaints. Compile and submit monthly statistics to the Provincial Department of Roads and Transport in terms of the relevant legislation. Ensure compliance in testing and issuing of Drivers' Licences and Tests conducted by the Examiners. Responsible for records management in terms of NRTA, Act 93/1996. Interact with Examiners regarding information and communication regarding the NRTA 93 of 1996. Submit reports to Management and other stakeholders as may be required. Perform any other lawful duties as may be delegated by Management.

**Notice No: 31/20**

**TECHNICAL SERVICES DEPARTMENT**

**Divisional Manager Engineering Planning (Post Level 1)**

**Duration: Permanent**

**Salary: R 572,758.04 per annum excluding benefits**

**Requirements:** Matric Certificate plus B Degree/ B-Tech Degree in Civil Engineering. A minimum of five years of relevant experience in Municipal Engineering Services Planning. Registration as a Professional with the Engineering Council of South Africa (ECSA) will be an added advantage. Computer literacy, good reporting and presentation skills. Valid Code B Driver's Licence.

**Knowledge and Skills:** The candidate must have knowledge in Municipal Engineering Services Infrastructure Master Planning and Management. Engineering Design Skills. Competency in Engineering Design Software and Microsoft. The will and ability to remain ahead of the market in terms of knowledge about and the implementation

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of technological developments in design codes and standards. Technical problems solving skills. Analytical skills.  
Cost analysis/economic evaluation skills.

**Key Performance Area:** Plan and design capital engineering infrastructure projects for the Municipality. Approve and follow up on Consultants designs and business plans. Prepare feasibility studies for all the projects to be implemented in the Municipality and ensure alignment with the Integrated Development Plan (IDP). Responsible for compilation of monthly, quarterly and annual performance reports. Responsible for the development, review and implementation of policies. Develop water, electricity and roads master plan and other engineering development plans. Support operations and maintenance of technical projects. Design and implement different types of projects. Collect and interpret data, research ideas, run complex functions and equations. Provide support to planners through administrative-technical and practical work. Preparing, revising, reading maps and technical works. Perform any other lawful duties as may be delegated by Management.

**Notice No: 32/20**

**Senior Engineering Technician Water & Sanitation  
(Post Level 3)  
Duration: Permanent  
Salary: R 380,349.29 per annum excluding benefit**

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

13 -08- 2020

Private Bag X1609  
Bela-Bela, 0480

**Requirements:** Matric Certificate plus B.Sc. (Engineering) / BTech in Civil Engineering/ Water Care/Chemical Engineering equivalent. A minimum of three years of relevant experience in water & sanitation engineering services infrastructure management. Registered Class V Operator/ Process Controller with the Department of Water and Sanitation (DWS). Computer literacy and good reporting and presentation skills. Valid Code B Driver's Licence.

**Knowledge and Skills:** The Candidate must have good knowledge of the National Water Act and the Water Services Act. Knowledge in the application of the Occupational Health and Safety Act and its Regulations. Knowledge in project management. Ability to work under pressure. Good interpersonal skill. Strong management and leadership skills. Good verbal and written communication skills.

**Key Performance Area:** Coordinates the preparation and implementation of key performance Indicators (KPI's) in Water and Sanitation division. Strive to reduce water and revenue losses. Monitor potable water to comply with requirements to maintain "Blue Drop" and "Green Drop" status for the Municipality. Perform managerial and administrative duties on water and sanitation services division including the supervision of personnel. Co-ordinate the procuring and maintenance of good levels of equipment and materials. Supervise water and sanitation projects in conjunction with PMU Technician. Perform any other lawful duties as may be delegated by Management.

**Notice No: 33/20**

**PMU Technician (Post Level 4)  
Duration: Permanent  
Salary: R361, 915.94 per annum excluding benefits**

**Requirements:** Matric Certificate plus National Diploma or B-Tech Degree in Civil Engineering. A minimum of two years of relevant experience in construction project management. Experience in Local Government and registration as a Professional with the Engineering Council of South Africa (ECSA) or any other relevant professional body will be an added advantage. Computer literacy and good reporting and presentation skills. Valid Code B Driver's Licence.

**Knowledge and Skills:** The candidate must have project and construction management experience in municipal infrastructure. Competency in engineering design software and Microsoft Projects. Ability to work under pressure and own initiative. Strong management and leadership skills.

**Key Performance Area:** Co-ordinate construction of projects as well as project implementation agents. Ensure project compliance with all applicable legislation, policies and conditions applicable to Infrastructure Grants allocated to the Municipality. Monitor and report progress to immediate supervisor on PMU projects implemented by the Municipality. Conduct site visits to ensure compliance with approved designs and specification. Provide technical support to non-technical departments on planning, construction and implementation of capital projects. Liaise with internal and external Stakeholder. Confirm payment certificates and submit monthly payment schedule documentation to the immediate supervisor. Co-ordinate regular progress project Stakeholder meetings. Co-ordinate the handover of completed PMU projects to end-user Departments. Compilation of monthly reports for council committees and submission to the Grant Administrators in Provincial and National Government. Monitor

the implementation of construction regulations as well as Occupational Health and Safety measures on the construction site. Perform any other lawful duties as may be delegated by Management.

Notice No: 34/20

#### **CORPORATE SERVICES DEPARTMENT**

##### **Information Communication Technology (ICT) Network Administrator (Post Level 3)**

**Duration: Permanent**

**Salary: R 380,349.29 per annum excluding benefits**

**Requirements:** Matric Certificate plus National Diploma in Information Technology. Three years of relevant experience. Experience on Exchange Server 2010/2013/2016, Domain Name System (DNS) and Dynamic Host Configuration Protocol (DHCP), Active Directory.

**Knowledge and Skills:** Working knowledge of networking and windows server operating system architecture.

**Key Performance Area:** Provide 3<sup>rd</sup> level support for helpdesk and financial systems. Perform impact analysis for new technologies and application systems. Monitor load levelling of servers. Ensure Local Area Network, Server and Workstations configurations is according to the user requirements. Ensure that systems are operational at all times and that backup and restores are performed. Ensure strict adherence to ICT policies with servers, networks and the internet. Supervision of staff in the ICT Division. Perform any other lawful duties as may be delegated by Management.

Notice Number: 35/20

##### **Administrative Assistant: Council Support (Post level 6)**

**Duration: Permanent**

**Salary: R269, 178.31 per annum excluding benefits**

**Requirements:** Matric Certificate plus National Diploma in Public Administration or equivalent. One year of relevant working experience. Computer literacy. A valid driver's licence.

**Knowledge and Skills:** The candidate must have good knowledge of the Local Government sector and other applicable legislation. Planning and organizing skills. Good communication skills. Computer literate in MS Office Packages Knowledge of relevant legislation is essential.

**Key Performance Area:** Compilation of agendas for Top Management, Subcommittees and the Municipal Council meetings and for any other meetings as and when required. Distribute agendas in preparation of meetings. Provide secretarial services during meeting proceedings. Distribute information to members of Committees as may be delegated by Management. Record and update Minutes and Municipal Council Resolution Register. Perform any other lawful duties as may be delegated by Management.

Notice No: 36/20

##### **Occupational Health and Safety Officer (Post Level 5)**

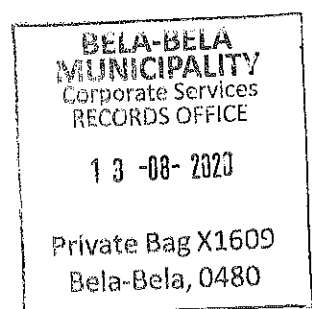
**Duration: Permanent**

**Salary: R 319,675.60 per annum excluding benefits**

**Requirements:** Matric Certificate plus National Diploma in Safety Management or equivalent, Certificate in SAMTRAC will be an added advantage. Code B Drivers Licence.

**Knowledge and Skills:** The candidate must have knowledge of incident management systems (RCAT, ICAM, and SCAT) and Risk Assessment. Ability to work independently and with a team. Good communication & interpersonal skills. Discretion and respect for confidentiality and privacy. Report writing skills.

**Key Performance Area:** Implement and ensure compliance with the Occupational Health and Safety (OHS) Act No 85 of 1993, Compensation for Occupational Injuries Diseases Act No 130 of 1993 and other related legislation. Develop and review the OHS Policies, Procedures and Guidelines, Conduct Risk Assessment in the Municipality and submit the reports to Management for implementation and other stakeholders as and when required. Establish and train the OHS Committee members. Facilitate the process of conducting medical surveillance. Ensure



compliance with the procedure in the utilization of Personal Protective Clothing (PPE's). Interact and implement the recommendations of the Internal Audit and the Auditor General. Compilation of monthly reports on OHS activities, incidents, training, risk assessments, COIDA, to Management and Compilation of monthly reports on OHS activities, incidents, training, risk assessments, COIDA, to management and Council to the Municipal Council. Investigate internal incident and develop mitigating measures to avoid future recurrence. Monitor projects across the Municipality in respect of OHS matters. Administer claims for Compensation concerning injuries on duty and occupational diseases. Manage the OHS budget. Perform any other lawful duties as may be delegated by Management.

**Notice No: 37/20**

## **Planning & Economic Development Department**

**Town Planner (Post Level 4)**

**Duration: Permanent**

**Salary: R361, 915.94 per annum excluding benefits**

**Requirements:** Matric Certificate plus a Degree in Town Planning/Urban and Regional Planning /Environmental Management or Sciences. Valid Code B Driver's licence. Three years of relevant experience in town planning services and ArcGIS software applications.

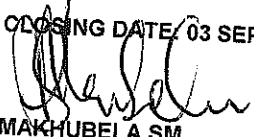
**Knowledge and Skills:** The Candidate must have thorough knowledge of GIS programs and administration of variety of GIS database sets useful for municipal environment. Experience in data modelling, inputting and updating, analyzing of spatial or topographical data, managing geographic data as well presentation of such data through different mediums. Experience in and understating of Town Planning policies and Local Government legislation and processes. Good communications and presentation skills, competent in computer software applications.

**Key Performance Area:** Create maps for variety of use by planning department and other department including external clients. Interpret maps, manipulate digital land data, and manage the information entered in the GIS database. Implementation of Spatial Development Framework and Land Use Management Scheme. Process land use and development applications in terms of SDF and Town Planning Scheme including township establishment, rezoning, subdivision etc. Provide professional planning input to all development planning and related applications. Participate in policy development and reviews aimed at achieving planning objectives. Execute any responsibility assigned by your supervisors.

**Notice No: 38/20**

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 completed application form obtainable at the Municipal Records Office and Municipal Website ([www.belabela.gov.za](http://www.belabela.gov.za)), CVs and supporting documents to the **Municipal Manager, Private Bag x 1609, Bela-Bela, 0480** or email to [recruitment@belabela.gov.za](mailto:recruitment@belabela.gov.za). For further information please contact N. Ramolobeng on 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 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: 03 SEPTEMBER 2020**

  
**MAKHUBELA SM**  
**MUNICIPAL MANAGER**

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

**13-08-2020**

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