



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

INTERNAL /EXTERNAL ADVERTS

BUDGET & TREASURY DEPARTMENT

Indigent Clerk (Post Level 8)

Duration: Permanent

Salary: R 217,010.77 per annum excluding benefits

Notice Number: 59/22

Requirements: Grade 12 plus Diploma Financial Management/N6 in Financial Management/ Accounting or relevant equivalent qualification. Must have 1 year of relevant experience. Valid Code B Drivers Licence.

Knowledge: Must have good report-writing skills. Must be able to work independently, under pressure and meet deadlines. The candidate must have a working knowledge of computers and electronic data processing, and the ability to communicate effectively verbally and in writing.

Key Performance Area: Process, capture and update indigent beneficiary records and registers. Provide general or routine information on enquiries relating to subsidies, qualification for indigent benefits, etc. Establish the financial position of the applicant for inclusion in the programme. Check the accuracy of details on application forms, verify documentation (identity, etc.) and assist applicants who requires assistance especially those who cannot read or write, with the completion of forms or documentation. Record information and update work and information on specific indigent systems. Merge, copy and transfer data from indigent applications, formatting and generating statistical documentation for approval by immediate superior. Maintain registers of indigent applicant information, extracting reports detailing specific non-qualifying applicants and special circumstances that requires consideration and forward to the immediate superior for approval. Visit disabled applicants at home, explain procedural sequences and specific indigent requirements, collecting completed application forms. Perform any other lawful duties as may be delegated by Management.

TECHNICAL SERVICES

Process Controller Class V (Post level 7)

Duration: Permanent

Salary: R R246,535.44 per annum excluding benefits

Notice No: 68/22

Requirements: Matric Certificate and 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.

Process Operators: Wastewater Treatment Plant X1 (Post Level 13)

Duration: Permanent

Salary: R 141.451.94 Per annum excluding benefits

Notice Number: 69/22

Requirements: Grade 8 plus NQF Level 2 qualification. A minimum of three years of relevant experience in Water & Wastewater Process Control. Registered Class I Operator/ Process Controller with the Department of Water and Sanitation (DWS).

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. Be able to work in close confinement and be willing to workday/night shifts.

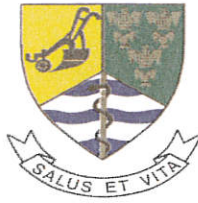
Key Performance Area: Assist with the operations and maintenance of the Sewer Pump Stations and working day/night shifts. Repair small pipes by using hand tools to effect operations and maintenance. Repair or facilitate the repair of pipe and pump Blockages. Attend to processing machinery and equipment 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.

Bela-Bela Local Municipality has a firm commitment to the advancement of designated groups, including women and people with disabilities. If you meet the requirement, forward the completed application form obtainable at the Municipal Records Office and Website (www.belabela.gov.za), CVs and supporting documents to the **Municipal Manager, Private Bag x 1609, Bela-Bela, 0480**. For further information kindly contact Ms N. Ramolobeng or Ms M. Mathe on 014 736 8000/8084/8070. Should candidates not be notified of the outcome of their applications within ninety days of the closing date, please consider your application unsuccessful. **Faxed and emailed 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: 04 JANUARY 2023



**RAMAGAGA TG
MUNICIPAL MANAGER**



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To view the full advertisements of the above positions, kindly visit the Bela-Bela Local Municipality's Website at www.belabela.gov.za

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