



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



**BUDGET & TREASURY DEPARTMENT  
Divisional Manager Expenditure (Post Level 1)  
Duration: Permanent  
Salary: R 621,852.00 per annum excluding benefits  
Notice No: 56/22**

**Requirements:** Grade 12 plus B Degree in Accounting or equivalent. Minimum of 5 years relevant experience of which 3 years must be in Payroll and Creditors in a senior capacity. A valid Code B driver's license. No Criminal Record. A minimum competency requirement certificate attained in accordance with the Municipal Regulations on Minimum Competency requirements will be an added advantage.

**Knowledge:** The candidate must have sound knowledge of the Municipal Finance Management Act (MFMA). Knowledge of the Local Government sector and applicable legislation; planning and organizing skills; good analytical, interpersonal relation and negotiation skills; people, leadership, and management skills; good communication and report writing.

**Key Performance Area:** Analysing and verifying transactional records. Reconciling creditors control and salary control votes. Activating electronic payment sequences authorizing banks to transfer payments. Maintaining and updating records regarding salaries and creditors. Consolidate expenditure transactional information to facilitate the preparation of Financial Statements. Develop expenditure internal controls. Align performance and output against agreed standards; Performs bank reconciliations, creditor's reconciliation, accounts payable transactions, and monthly expenditure allocations. Reviews the general ledger. Oversee the processing of requisition, ordering and invoicing processes and verification of source documentation. Managing the interface between the Municipal accounting and payroll systems and certifying the validity of payments and payrolls to be processed. Verification of suppliers' banking details captured on the accounting system. Preparation of expenditure reports for purposes of MFMA Sections 71 and 52 and any related reports. Preparation of all monthly VAT transactions and reports. Perform any other duties as may be delegated by Management.

**Creditors Officer (Post level 06)  
Duration: Permanent  
Salary: R 269,178.31 per annum excluding benefits  
Notice Number: 57/22**

**Requirements:** Grade 12 plus Diploma in Accounting /Financial Management or relevant/equivalent qualification. Minimum of 2 years relevant experience. Knowledge of Munsoft will be an added advantage. No criminal record.

**Knowledge:** The candidate must have practical knowledge of computers and electronic data processing, and the ability to communicate effectively verbally and in writing. Must, be able to work under pressure.

**Key Performance Area:** Receiving and processing authorized orders, requisitions, and any related payments. Creating new creditors masters on the system. Preparing Electronic payment transfers. Prepare payments for creditors taking discounts, debit/credit notes, etc. into account ensuring that invoices are completed and paid on time. Process Invoices on the financial system. Create payment batches on the financial system and print remittance advice. Transfer the batch file into the banking system for payment approval. Keep a file for Auditors with all EFT transactions and bank statements to prove that EFT went through the bank. Rectify rejected payments by reversing the payments and issuing Credit Notes. Open new master's and change new Banking details on the financial system. Update and Keep files with proof of Banking Details. Send proof of payments to Service Providers. Attend to the processing of entries and/or approved adjustments and posting to specific ledger accounts. Check if funds are available and liaise with the relevant departments. Reconcile account balances against statements and generate reports detailing the status of creditor accounts for analysis purposes

**Billing Officer (Post level 06)**

**Duration: Permanent**

**Salary: R 292,250.17 per annum excluding benefits**

**Notice Number: 58/22**

**Requirements:** Grade 12 plus Diploma in Financial Management or relevant equivalent qualification. Minimum of 2 years relevant experience. Valid Code B Drivers Licence. Knowledge of Munsoft will be an added advantage

**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.

**Key Performance Area:** Process new applications and capture information into the billing system. Allocate new account numbers for consumers. Confirm and finalise meter readings. Record new accounts applications. Conduct audit on new accounts. Process the refuse removal levy for all new buildings by completion of applicable documentation. Inform meter readers of all new applications. Discontinue services where no deposits were paid. Oversee the closures of consumer accounts accordingly with all documents, and all closing readings e.g., final meter readings. Capture final readings and allocate deposit. Check consumer information and make corrections if needed Verify the consumer information and ensure accuracy. Attend general enquiries regarding final readings. Make adjustments/corrections of faults on consumer accounts by following the approved procedure. Update journals on consumer deposits. Perform any other lawful duties as may be delegated by Management.

**Accountant Reporting (Post Level 4)**

**Duration: Permanent**

**Salary: R 392,937.57 per annum excluding benefits**

**Notice No: 60/22**

**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:** Review departmental reports related to the budget, prepare a monthly financial report to include budget-to-actual revenue and expenditure information, prepare quarterly and mid-year financial reports, and analyse significant variances, Annual financial statements, Prepare, using Generally Recognised Accounting Practice (GRAP), Annual Financial Statements that conveys a fair presentation of information. Submit the completed report to the Manager for verification before the Budget & Treasury Subcommittee. Perform any other lawful duties as may be delegated by Management.

**Divisional Manager Supply Chain Management (Post Level 1)**

**Duration: Permanent**

**Salary: R 621,852.00 per annum excluding benefits**

**Notice No: 84/22**

**Requirements:** Grade 12 plus B Degree in Supply Chain Management/ Accounting or equivalent. Minimum of 5 years relevant experience of which 3 years must be in covering all aspects of the relevant Supply Chain Management processes in a senior capacity. A valid Code B driver's license. No Criminal Record. A minimum competency requirement certificate attained in accordance with the Municipal Regulations on Minimum Competency requirements will be an added advantage.

**Knowledge:** The candidate must have sound knowledge of the Municipal Finance Management Act (MFMA). Good Management Skills. Computer literate (MS Office Applications). Good knowledge and understanding of financial systems in Local Government environment. High level of administrative and organisational skills. Good management, human relations, interpersonal and communication skills. Report writing, presentation and analytical skills. High level of responsibility and confidentiality. Excellent Contract Administration skills. Understanding of BBBEE Act requirements in line with the implementation of procurement prescripts in local government sector. Ability to work independently and under pressure

**Key Performance Area:** Manage the key performance and result indicators associated with the Supply Chain Management functionality of the Municipality. Manage procurement of goods and services to be in accordance with the SCM Policy and procedures. Implement policies, strategies, procedures, and mechanisms necessary for the effective development and functioning of the Division. Develop and maintain stakeholder/service providers relationships and partnerships. Support the continued development of effective contract management arrangements within the municipality and monitoring contract life thereafter. Promotes, recommends, and implements SMME and BEE and job creation strategies and programs and compiles reports. Manages and supervise staff in the Division.

**Accountant Supply Chain Management (Post Level 4)**

**Duration: Permanent**

**Salary: R 392,937.57 per annum excluding benefits**

**Notice No: 61/22**

**Requirements:** Grade 12 plus National Diploma in Accounting, Supply Chain requirements. Minimum 2 years applicable experience. A valid Code B driver's license. No criminal record.

**Knowledge:** Must have sound knowledge of local government finance, MFMA, GRAP Standards and other applicable legislation. Good interpersonal skills. Good report writing and supervisory skills.

**Key Performance Area:** Compile Supply Chain Management (SCM) related reports to Council and to the relevant Treasury. Manage contract amendments and variations including scope variations, an extension of contract periods and renewal. Monitoring the validity of tenders received. Drafting letters of intention to award, acceptance, and regret. Compile bid documents, close bids and conduct the pre-screening exercise. Ensuring that all documentation relating to specifications and tenders is prepared and submitted timeously to the various parties for consideration. Administer the implementation of the council's approved SCM policies and procedures for procurement and stock control as well as a review of policies and procedures. Provide coordination between activities of the procurement of stock and the control over existing stock. Keep and maintain proper assets register and ensure that it is in line with GAMAP/GRAP requirements. Maintain a proper supplier database. Perform any other lawful duties as may be delegated by Management.

**Accountant Fleet & Inventories (Post Level 4)**

**Duration: Permanent**

**Salary: R 392,937.57 per annum excluding benefits**

**Notice No: 62/22**

**Requirements:** Grade 12 plus National Diploma in Accounting/Assets Management. Minimum 2 years applicable experience. A valid Code B driver's license. No criminal record.

**Knowledge:** Must have sound knowledge of local government finance, MFMA, GRAP Standards and other applicable legislation. Good interpersonal skills. Good report writing and supervisory skills.

**Key Performance Area:** Assist with the implementation of systems and procedures to ensure that substantial maintenance is efficiently managed and that the amounts claimed efficiently to protect the Municipality's cash flows. Assist in the implementation of a lease management system that will ensure that a database is created and maintained of all Municipal Fleet agreements that will contain key information such as termination dates, renewal options, maintenance commitments and return condition liabilities. Compiling and preparing management accounts, budgets and costing information. Ensure the availability of accurate and relevant data at all levels of management in the Municipality. Perform any other lawful duties as may be delegated by Management.

**CORPORATE SERVICES DEPARTMENT**

**Council Admin Officer (Post level 04)**

**Duration: Permanent**

**Salary: R392,937.57 per annum excluding benefits**

**Notice Number: 63/22**

**Requirements:** Grade 12 plus a National Diploma in Public Administration/Public Management/Development Administration/ or relevant qualification. Computer literacy and Valid Code B Driver's License. 2 years relevant working experience. No criminal records.

**Knowledge and Skills:** Good knowledge of Local Government Legislation. Report writing skills. Problem-solving skills. Be proactive. Good interpersonal and communication skills; Ability to work

independently; Good people management skills, report writing skills; Negotiating and conflict handling skills.

**Key Performance Areas:** Develop a Corporate Calendar of Events for approval by the Municipal Council. Arrange Council and Council Committees meetings. Advertise Council and other meetings as may be required by legislation. Facilitate the acquisition of office and other equipment required for the division's operations. Provide secretariat as and when required.

Guide on meeting procedures. Regularly update the Council Resolutions Register and report to the Municipal Council and its Committees. Perform any other lawful duties as may be delegated by Management.

**Human Resources Officer (Post Level 4)**

**Salary: R392,937.57 per annum excluding benefits**

**Duration: Permanent**

**Notice Number: 64/22**

**Requirements:** Grade 12 plus National Diploma in Human Resources, Public Administration/Public Management or equivalent. A minimum of 2 years relevant experience in a human resources administration environment. Valid Code B Drivers Licence. No criminal records

**Knowledge:** Excellent administrative, communication, organizational and interpersonal skills. Computer literacy. Decision-making capabilities. Professional and ability to maintain confidentiality, Able to work under pressure. Excellent supervision skills. Reporting writing skills.

**Key Performance Area:** Oversee and implement, monitor, administer, and evaluate human resources strategies, and policies to ensure that standard operating procedures are followed. Overseeing general enquiries. Assist with recruitment and selection processes and any support services to the division. Responsible, coordinate and implement effective employee benefits and administration processes. Collate and prepare qualitative and quantitative information for inclusion in specific statutory reports. Responsible for overseeing proper records management services and upkeeping of employee records. Ensure that all correspondence is processed timeously and accurately. Perform any other lawful duties as may be delegated by Management.

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

**Duration: Permanent**

**Salary: R 347,076.60 per annum excluding benefits**

**Notice Number: 65/22**

**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.

**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.

**TECHNICAL SERVICES**  
**Electrician x 2 (Post Level 6)**

**Duration: Permanent**

**Salary: R 292,250.93 per annum excluding benefits**

**Notice No: 67/22**

**Requirements:** Grade 12 plus N4 Certificate in Electrical Engineering and a Relevant Trade Test. Minimum of 2 years' experience in the electrical maintenance and/or construction field. A valid Code EC 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 on 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 lawful duties as may be delegated by Management.

**Electro Mechanic Fitter & Turner (Post level 6)**

**Duration: Permanent**

**Salary: R292,250.93 per annum excluding benefits**

**Notice No: 80/22**

**Requirements:** Matric Certificate and Trade Certificate as Fitter & Turner. Valid Code 10 driver's licence. Computer Certificate; Minimum of 3 years of working experience in the water sector.

**Knowledge:** The candidate should be physically fit. Good knowledge of hydraulic and pneumatics systems. Basic welding. Excellent communication skills. Ability to work independently and in a team environment

**Performance Area:** Service and repair pressure and level control valves. Responsible for maintenance and repairs of water & sewer pumps. Responsible for general plumbing. Must be able to weld stainless steel, cast iron and mild steel. Brazing & gas welding. Fabricate fittings for pump stations and pipes e.g., brackets. Mechanical fault finding and breakdown repairs on equipment e.g., gearboxes, pumps & couplings. Mechanical fit gearboxes, pumps, pump/ motor couplings. Responsible for record keeping of maintenance work. Responsible for on-site health and safety.

**SOCIAL AND COMMUNITY SERVICES DEPARTMENT**  
**Divisional Manager Waste Management (Post level 01)**

**Duration: Permanent**

**Salary: R 621,852.00 per annum excluding benefits**

**Notice No: 70/22**

**Requirements:** Grade 12 plus a B Degree/Btech in Environmental Management /Sciences, or equivalent. Compliance with the Municipal Minimum Competency Level will be an added advantage. Computer literacy and Valid Code B Driver's License. 5 years relevant working experience.

**Knowledge and Skills:** Good management, human relations, interpersonal and communication skills. The candidate must ensure that the Municipality complies with the NEMA and any other related legislation. Good understanding of waste management. Excellent presentation and project management skills •Willingness to work long hours, and during emergencies.

**Key Performance Areas:** Plan, develop and implement the Waste Management Strategy of the Municipality. Render comprehensive customer-focused waste collection and street cleaning services to ensure a clean and healthy environment. Manage the operations and maintenance of a weighbridge and transfer station site. Research and present educational programs and approaches aimed at maintaining solid waste management, recycling, waste minimization and environmental awareness. Manage, and monitor the budget of the Division. Liaise and communicate with relevant inter-governmental stakeholders and complies with applicable legislation. Adhere to Supply Chain Management Policies and other related procurement legislation. Render management and line function administrative support services. Implement and report on the key performance indicators and outcomes within the Waste Management Division. Perform any other lawful duties as may be delegated by Management.

**Divisional Manager Public Safety (Post level 01)**  
**Duration: Permanent**  
**Salary: R 621,852.00 per annum excluding benefits**  
**Notice No:81 /22**

**Requirements:** Grade 12 plus a B Degree/Btech in Traffic Management, or equivalent. Must be Registered with the Department of Transport. Computer literacy and Valid Code EB/B Driver's License. 5 years relevant working experience. **No criminal records**

**Knowledge and Skills:** Good management, human relations, interpersonal and communication skills. Extensive knowledge and understanding of community services and public safety functions. Understanding of legislation related to Traffic Management. Extensive Planning management skills, good interpersonal skills, negotiation skills, and analytical skills. Excellent communication and report writing skills, Extensive knowledge, and understanding of local government-related legislation.

**Key Performance Areas:** Management of the Public Safety Division to ensure the effective and efficient utilisation of resources. Planning and coordination of work and workflow in the division to ensure that work is performed according to the work plan to maintain proper control. Monitor the utilisation of the budget to ensure that expenditure is effectively managed and efficiently deployed within the timeframes. Manage and coordinate municipal traffic service functions Law enforcement traffic transgression and municipal by-laws. Plan and facilitate law enforcement operations and ensure that all traffic regulations and laws are effectively enforced. Manage the development and implementation of the traffic management plan. Develop short, medium, and long-term traffic law enforcement strategies.

**Senior Processing Clerk (Post level 06)**  
**Duration: Permanent**  
**Salary: R 292,250.17 per annum excluding benefits**  
**Notice Number: 83/22**

**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.

**OFFICE OF THE MUNICIPAL MANAGER**

**Municipal Public Account Committee (MPAC) Researcher (Post Level 4)**  
**Salary: R392,937.57 per annum excluding benefits**  
**Duration: Permanent**  
**Notice Number: 72/22**

**Requirements:** Grade 12 plus National Diploma in Internal Auditing or equivalent. National Certificate in MFMA (NQF Level 6) which is a minimum requirement as per Gazette 29967 (Municipal Minimum Competencies Level) A minimum of 2 years relevant experience in an Audit environment. Valid Code B Drivers Licence

**Knowledge:** Excellent administrative, communication, organizational and interpersonal skills. Computer literacy. Able to work under pressure. Reporting writing skills. Profound knowledge of legislation governing Local Government, especially Municipal Finance, Management and Supply Chain Management processes. The candidate must understand the importance of a high level of professionalism and the ability to maintain confidentiality.

**Key Performance Area:** Advise MPAC on accountability and oversight matters. Provide administrative support to ensure the functionality of the Committee. Develop the Annual MPAC Programme. Coordinate information and reports required by the Committee to perform its duties. Ensure that MPAC reports are submitted to the Municipal Council. Track and report on the implementation of MPAC resolutions by the Municipal Council. Responsible for records management. Liaise with Internal Audit. 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](http://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**