



EXTERNAL ADVERTISEMENT

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

OFFICE OF THE MUNICIPAL MANAGER

Municipal Public Account Committee (MPAC) Researcher (Post Level 4)

Salary: R 414 156.14 per annum excluding benefits

Duration: Permanent

Notice Number: 71/24

Requirements: Grade 12 plus a National Diploma in Public Administration/Social Science or equivalent. The candidate should have acquired minimum competency levels as prescribed by the Minimum Competency Regulations, 2007. Should the applicant not have the Minimum Competency requirements, he or she will be expected to complete such competency requirements within 18 months. A minimum of 2 years relevant experience. 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.

CORPORATE SERVICES DEPARTMENT

IT Helpdesk Operator (Post Level 8)

Duration: Permanent

Salary: R 228 729.36 per annum excluding benefits

Notice Number: 72/24

Requirements: Grade 12 plus National Diploma in Information Technology/System Support or equivalent qualification. Minimum of 1-year relevant experience providing IT support.

Knowledge: Knowledge of computer networks. Good communication, interpersonal skills; Knowledge of Information Technology troubleshooting Skills. Ability to maintain confidentiality.

Key Performance Area: To provide administrative support to ICT division. Provide support to municipal staff on ICT related problems. Install hardware, software, network equipment. Install new personal computer equipment. Update the computer asset register when installing new equipment software or moving/relocating existing computer equipment on the asset database. Liaise and co-operate with hardware and software vendors regarding installation of new systems. Respond to any user related faults logged with the Helpdesk and resolve the faults and user queries

BELA-BELA
MUNICIPALITY
Corporate Services
RECORDS OFFICE

02-09-2024

Private Bag X1609

Bela-Bela, 0480

www.belabela.gov.za

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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 during office hours.

Closing date: 20 SEPTEMBER 2024 AT 16H00.



MR. RAMAGAGA T. G
MUNICIPAL MANAGER

20/08/2024
DATE



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