



## EXTERNAL ADVERTISEMENT

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

### OFFICE OF THE MUNICIPAL MANAGER

Manager Strategic Support Services  
 Duration : Permanent  
 Total Remuneration Package R 1 103 953.00  
 Notice No: 57/24

**Requirements:** Grade 12 plus a bachelor's degree or NQF level 7 in Public Administration/Social Science or equivalent qualification. Must have 5 years of relevant experience. A valid Code B driver's license. **No criminal record.**

Must have a minimum of 5 years relevant experience in a middle management position. Must have acquired minimum competency levels as prescribed by the Minimum Competency Regulations, 2007 issued in terms of the Local Government Municipal Finance Management Act, as published under Government Notice No.493 in Government Gazette No.29967 of 15 June 2007. Should the applicant not have the Minimum Competency requirements, he or she will be expected to complete such competency requirements within 18 months. The applicant must be computer literate and have a Valid Code B driver's license and his/her roadworthy vehicle. Must have proven successful institutional transformation within public or private sector.

**Knowledge:** Strong organizational skills and ability to prioritize and complete tasks within specified time frames. Excellent oral and written communication skills, political acumen, combined with the ability to communicate with staff diplomatically and effectively, Council members, the business community, and the public. Advanced understanding of economic development, inter-governmental relations, community partnerships, corporate reporting, and communications. Project management, time management and inter-personal skills with the ability to lead collaborative projects involving multiple stakeholders. Ability to operate technology-based software and equipment effectively and proficiently.

**Key Performance Area:** Manage the development, implementation, and review of corporate strategies. Manage the development, implementation, and review of policies. Manage the development, implementation, and review of the institutional transformation agenda. Develop and manage the implementation of institutional customer care initiatives to ensure that the Municipality is responsive and effective in its delivery of services. Lead and manage the staff in the Office of the Municipal Manager. Motivate and empower staff to deliver on Municipal Strategies and goals. Understand the financial and non-financial implications of plans and Municipal Strategies and goals, including national and provincial policy statements and changes. Manage the development and implementation of institutional and operational plans (service delivery and budget implementation plans). Manage the development and implementation of the institutional Performance Management System. Communicate the Municipality's mission and vision to various stakeholders. Ensure efficient and effective operation of the Office of the Municipal Manager. Ensure compliance with all statutory requirements including Council Resolutions.



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**TECHNICAL SERVICES DEPARTMENT**

**PMU Technician (Post Level 04)**

**Duration : Permanent**

**Salary: R 414 156.14 per annum excluding benefits**

**Notice No: 58/24**

**Requirements:** Grade 12 plus National Diploma in Civil Engineering or equivalent qualification. Valid Code B Driver's License. At least 2 years credible experience in Project Management.

**Knowledge:** Knowledge of Municipal Infrastructure Grant (MIG), Expanded Public Works Programme (EPWP), Project Management and Civil Engineering Design Packages. Monitor Existing Municipal Infrastructure, Responsible for the Implementation of the Municipal Maintenance Plan.

**Key Performance Area:** Provide Technical support and evaluating proposed project in alignment with respective Municipal IDP. Administer Labour intensive projects in line with the EPWP framework and the related reporting requirements. Conduct site visits/progress meetings to ensure compliance with Business Plans conditions, specifications, and designs. Preparing monthly payments schedule documents. Maintain project performance data on a national database (MIS). Ensure contractors compliance with OH&S and other related legislative framework. Assist with the preparation and implementing MIG capacity building business plans in alignment with the Municipal Business Plan, MIG orientation workshops etc. Assist with facilitating community liaison linkages to ensure full community participating at all stages of a project's life cycle. Assist with the conducting bi-annual social economic impact assessments on selected projects as required by the MIG Units. Assist with the co-ordination of project-based capacity building in terms of Job creation with the focusing introducing labour based on construction methodology and development of SMMEs where technically feasible. Verify payment certificate and prepare monthly payments schedule documents for MIG and own funded projects.

**SOCIAL AND COMMUNITY SERVICES DEPARTMENT**

**Re-advert**

**Senior Processing Clerk (Post level 06)**

**Duration: Permanent**

**Salary: R 308,032.48 per annum excluding benefits**

**Notice Number: 59/24**

**Requirements:** Grade 12 plus Diploma in Public Administration or relevant equivalent qualification. Minimum of 2 years relevant experience. Valid Code B Driver's License.

**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.

**CORPORATE SERVICES DEPARTMENT**

**Re-advert**

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

**Duration: Permanent**

**Salary: R 365,818.73 per annum excluding benefits**

**Notice Number: 60/24**

**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.**

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**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.

## BUDGET & TREASURY DEPARTMENT

**Accountant Budget & Reporting (Post Level 4)**

**Duration: Permanent**

**Salary: R 414 156.14 per annum excluding benefits**

**Notice No: 61/24**

**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:** The incumbent will be responsible for the compilation of statutory financial reporting as per MFMA (Municipal Finance Management Act) e.g., monthly, quarterly, and biannually reporting. Responsible for grant administration, management, and reporting. Assist with the setting and compilation of the Municipal budgets, tariffs, costing and compilations of budget schedules as per MFMA and municipal budget reporting regulations. Compilation of journals, ratio's, financial operational and capital reporting, various reconciliations and performing due diligence on financial transactions. Assist with year-end procedures for the compilation of the annual financial statements. Responsible for administering the financial audit file.

**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](http://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.

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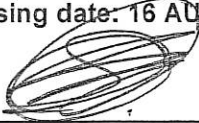
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Please forward all applications to: The Municipal Manager, Bela-Bela Local Municipality, Private Bag X1609, Bela-Bela 0480, or applications may be hand delivered at the Municipal Offices, Main Building, Records Office (1<sup>st</sup> Floor) 57 Chris Hani Drive, Bela-Bela. **Faxed or e-mailed applications will not be considered.**

Enquiries must be directed to Ms. MN Ramolobeng at 014 736 8000/8070/8084 during office hours.

**Closing date: 16 AUGUST 2024 AT 16H00.**



**MR. RAMAGAGA T. G  
MUNICIPAL MANAGER**

24/07/2024  
DATE

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