



EXTERNAL ADVERTISEMENT

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

**TECHNICAL SERVICES DEPARTMENT
Divisional Manager PMU (Post level 01)**

Duration: Permanent

Salary: R 655 432.01 per annum excluding benefits

Notice No:66/23

Requirements: Grade 12 plus a BSc/BTech degree in Civil Engineering or equivalent. Certificate in Project management will serve as an added advantage. Must be registered with Engineering Council of South Africa (ECSA). Must have a valid Code B Driver's License. 5 Years Relevant Work Experience of which 3 years must be in a middle management position.

Knowledge and Skills: Must have knowledge of Municipal Infrastructure Grant (MIG). Expanded Public Works Programme (EPWP). Qualification in Project Management. Civil Engineering Design Packages • Have experience in working on community projects. Excellent communication and presentation skills. Computer literacy in MS Software packages viz. Word, Excel, Project etc.

Key Performance Areas: The successful applicant will be reporting directly to the SM Technical Services. Responsible for the management and supervision of the PMU Unit, PMU team and their respective outputs. Deliver technical support and evaluate proposed projects in line with the municipal IDP and the District and Provincial growth and Development plans. Coordinate and oversee the planning, implementation of infrastructural projects. Project manages Labour Intensive projects in line with the EPWP framework and the related reporting requirements. Ensure projects compliance with all applicable legal legislation, policies and conditions as required by the various spheres of Government and applicable to MIG. Submission of monthly, quarterly, bi-annual, annual and adhoc reports to COGSTA as determined in applicable legislation or required by the MIG Management unit. Liaise with consultant's business plan related issues for MIS capturing purposes. Conduct site visit/progress meetings to ensure compliance with Business Plans conditions, specifications and designs. Manage projects performance, cash flows and committed projects expenditure verifying payment certificates and preparing monthly payment schedule documents. Maintain project performance data on a national database MIS. Coordinate opening and handover ceremonies of complete projects. Facilitate community liaison linkages to ensure full community participation at all stages of project life cycle. Conduct bi-annual social economic impact assessment on selected projects as required by MIG Units. Coordinate 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. Develop community-based partnerships for the operation and maintenance of the infrastructure monitoring and assist with other related Municipal Infrastructure programmes.

Superintendent Streets & Traffic Lights (Post Level 5)

Duration: Permanent

Salary: R 365 818.73 per annum excluding benefits

Notice No: 102/23

Requirements: Grade 12 plus National Diploma in Electrical Engineering and a Relevant Trade Test. 2 years' experience in the electrical maintenance and/or construction field. A valid Code B 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 standby. Good interpersonal skills. Ability to handle hydraulic lifting and pneumatic high voltage pressure cable fault finding equipment.

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Performance Area: Maintain and construct electrical infrastructure. Monitor and supervise utilisation, application and maintenance of machinery, equipment, tools and material. Monitor the erectin of overhead robots, radio masts, highmasts sportlighting, overhead line poles transformers and switchgear. Install, repair or replace lamps, screws, bolts, washer, luminaries, photocells and associated streetlight equipment. Troubleshoot electrical problems in streetlight equipment as well as in underground wires. Monitor streetlight system within assigned area to identify downed poles, inoperative lights or other situations requiring attention; resolve or report problems. Perform duties associated with the creation of new assets on the electrical infrastructure. Provide electrical maintenance services. Perform any other duties as may be delegated by Management.

Electrician x 3 (Post Level 6)

Duration: Permanent

Salary: R 308 032.48 per annum excluding benefits

Notice No: 68/23

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

Divisional Manager Roads & Stormwater (Post level 01)

Duration: Permanent

Salary: R 655 432.01 per annum excluding benefits

Notice No:91/23

Requirements: Grade 12 plus a BSC Civil Engineering/ B. Tech. Civil Engineering or equivalent. Registered as a professional with ECSA and Valid Code B Driver's License. Must have 5 years relevant work experience of which 3 years must be in a middle management position.

Knowledge and Skills: Must have knowledge of Thorough knowledge of Engineering Project (Roads & Civil) planning processes and Local Government Sector processes. Sound knowledge of research and analytical theories and practices. Good project financial costing skills. Excellent communication skills. Excellent report writing and presentation skills. Attention to detail. Drive and tenacity to lead a multi-disciplinary project team. Monitoring of contractor performance.

Key Performance Areas: The successful applicant will be reporting directly to the SM Technical Services. Manage the provision of roads and storm water services. Manage roads construction and maintenance activities. Plan and manage activities of the division. Manage performance of employees in the division. Manage utilisation of resources. Manage human resources and administrative. Facilitating and commenting on Roads and Stormwater projects associated with developments and ensuring that impacts of new development on existing infrastructure are mitigated. Identifies and defines the immediate, short- and long-term objectives / plans associated with the functional utilization, upgrading and maintenance of Municipal building. Oversee and manage all building and office equipment maintenance activities. Assess the current state of facilities, review recommendations made by subordinate for areas which require remedial work and develop the Maintenance Plan.

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Process Controller Class V: Water Purification (Post level 7)

Duration: Permanent

Salary: R 259 848.35 per annum excluding benefits

Notice No:92/23

Requirements: Grade 12 plus a 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 and operate a conventional water treatment process. Ensure proper operation of the mechanical, electrical, and electronic equipment as well as the civil structures within the water treatment plant according to the operations and maintenance manuals. Laboratory analysis of samples, interpretation of analytical results and treatment process optimization. Assist and ensure that water quality data, flow measurements and energy consumption measurements are properly collected and recorded. Assist with the development of and implement water safety plans to ensure drinking water quality specifications are always met at the point of use. Operate the Works to ensure that the Blue Drop requirements. Supervise shift. Perform standby and shift duties when required.

Process Controller Class V: Wastewater (Post level 7)

Duration: Permanent

Salary: R 259 848.35 per annum excluding benefits

Notice No:93/23

Requirements: Grade 12 plus a 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. Carryout 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.

CORPORATE SERVICES DEPARTMENT

Divisional Manager Legal Services (Post Level 1)

Duration: Permanent

Salary: R 655 432.01 per annum excluding benefits

Notice No: 75/23

Requirements: Grade12 plus a Bachelor` degree in Law/LLB or equivalent. Admission as an attorney /advocate will serve as an advantage. Valid Code B Driver's License. Must have 5 years relevant working experience of which 3 must be at a middle management position.

Knowledge and Skills: Good verbal and written communication skills Computer literacy and excellent report writing skills. Understanding of public sector procurement processes, municipal and administrative law as well as administration of by-laws and delegation of powers and related matters. A sound knowledge of the Municipal Systems Act, Municipal Finance Management Act, the Preferential Procurement Policy Framework Act, the Supply Chain Management Regulations, Labour Relations Act and other applicable local government legislation

Key Performance Areas: Manage the execution of litigation, by-laws, and contract management and valuation services in the Municipality. Provide general legal and administrative direction in the unit. • Provide legal comments on items that have to be submitted to Council. Prepare legal reports to Council and Portfolio Committee. Provide legal advice to the Municipal Manager, Senior Managers and Council. Interact with external legal advisors of Council with

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regard to litigation and any legal matter. Analyse all legal documents and information given by the legal advisor on the implications and make recommendations. Provide guidance, legal opinions, and advice to departments with regard to legal aspects. Verify that legal documents are attended to timeously e.g., summons and affidavits. Supervise drafting of charges to be levelled to the employee and distribute to employee with date of the hearing. Summarise the case and outline grievances. Listen to parties, give a finding of guilty or not guilty and document findings. Prosecute on behalf of the Municipality in terms of misconduct. Appear in front of the chairperson to present the case of the Municipality during appeals or conciliation and arbitration. Review, peruse or comment on the chairperson ruling and recommend whether the Municipality should appeal or not. Represent the municipality in CCMA and Bargaining Council matters. Manage the drafting/amendments of the by-laws and the process of promulgations of the bylaws.

Divisional Manager Information Technology (Post Level 1)

Duration: Permanent

Salary: R 655 432.01 per annum excluding benefits

Notice No: 106/23

Requirements: Grade 12 plus Bachelor` degree in Computer Science or equivalent qualification. Valid Code B Driver's License. Must have 5 years relevant working experience of which 3 must be at a middle management position.

Knowledge and Skills: Good verbal and written communication skills. Understanding of principles and practices of network design and administration. Legislations governing ICT. Data processing and information management systems. Knowledge of computer and other automated systems. Knowledge of ICT systems. Excellent administration skills. Good networking skills. Time management skills.

Key Performance Areas: Deliver efficient and appropriate ICT services by identifying ICT needs in terms of critical technology requirements within the organisation. Manage ICT budget effectively through strict budget control and monthly budget reviews. Analysing and aligning requirements with operating capacity and capability; Supervising of staff by defining and adjusting of the key performance indicators and role boundaries of personnel against service delivery requirements. Ensure timely recovery in cases of disaster or hardware and software failures and to ensure availability, continuity, and security data and information technology services.

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT

Divisional Manager Local Economic Development (Post level 1)

Duration: Permanent

Salary: R 655 432.01 per annum excluding benefits

Notice Number: 78/23

Requirements: Grade 12 plus a Bachelor's Degree in Development Studies /Economics or equivalent qualifications Valid Code B Driver's License. Must have 5 years relevant working experience of which 3 must be at a middle management position.

Knowledge and Skills: Good verbal and written communication skills. Ability to work under pressure. Sound knowledge and understanding of Local government legislation and constitutional mandate. Good knowledge and understanding of Local economic development project and programme management. Knowledge and understanding of SCM processes and MFMA requirements and understanding of the roles and interactions and complexities of the three spheres of government in economic empowerment and development.

Key Performance Area: Manage and promote local economic development in the Municipality. Implement and manage LED policies and strategies. Liaise with relevant stakeholders (sector departments and private sector) on LED within and outside the Municipality. Implement and manage adequate community participation, poverty alleviation for sustainable livelihood and local investment strategies for the Municipality. Manage and facilitate economic empowerment through SMME support strategies, programmes, and action plans. Assist communities in developing business plans for LED projects as well as appraise and qualify potential projects. Align Municipality's LED strategy with the IDP and with Provincial and National initiatives. Promote and support emerging farmers. Source funding for LED projects from relevant institutions. Construct the annual Tourism Marketing Plan based on statistics from enquiries, tourism shows and visitors' registers. Monitor the development publicity and marketing material, identify the theme or intention, and suggest creative captions, illustration and information that will interest a targeted market segment.

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Tourism & Marketing Officer (Post level 6)
Duration: Permanent
Salary: R 308 032.48 per annum excluding benefits
Notice Number:94/23

Requirements: Grade 12 plus a National Diploma in Tourism or Marketing or equivalent qualification. Minimum of 2 years working experience in relevant field. Valid Code B Drivers Licence.

Knowledge and Skills: Sound knowledge of the tourism industry. Attention to detail. Good organizing skills. Good communication skills (Written and verbal) Ability to work with public.

Good communication skills. Good report writing and presentation skills.

Key Performance Area: Identifying with the key deliverables and immediate goals detailed in the Council's Integrated Development Plan in respect of the Tourism, Branding and Marketing Management dimensions of Tourism/ LED development. Implement initiatives and interventions necessary for the delivery of a professional and quality service with due consideration given to the needs of the target public and priorities requiring attention. Coordinate information based on trends and expected outcomes to facilitate the provisioning for specific activities/ interventions for Tourism, Branding and Marketing Management; Coordinating the setting up tourism display stands at exhibitions, promoting the capabilities of the area using various communication mediums (print, audio-visual, etc.). Maintaining and updating information on tourism events/ programs planned for the region and responds to enquiries/ queries from tourist/ general public. Communicating with Tourism organizations making available information on key local government initiatives and the benefits of investing in the Municipality.

Town Planner (Post level 4)
Duration: Permanent
Salary: R414 156.14 per annum excluding benefits
Notice Number: 79/23

Requirements: Grade 12 plus a National Diploma in Town & Regional Planning or equivalent qualification. Minimum of 2 years working experience in relevant field. Valid Code B Drivers Licence.

Knowledge and Skills: Thorough knowledge of Town and Regional planning, GIS and IDP planning processes and Local Government Sector processes. Sound knowledge of research and analytical theories and practices. Project management certificate. Good communication skills. Good report writing and presentation skills.

Key Performance Area: Coordinate, compile, implement and review the Spatial Development Framework and Land Use Scheme. Administer /process land development applications in terms of various legislation including township establishment, rezoning, subdivision. Support formulation of Spatial and Land Use planning policies and related studies. Provide professional planning input to all development, planning and related application. Assist with the processing of alienation of municipal land facilitate the process of ensuring security of tenure. Manage and monitor implementation of municipal spatial and land use projects.

BUDGET & TREASURY DEPARTMENT

Divisional Manager Assets & Inventories (Post level 1)
Duration: Permanent
Salary: R 655 432.01 per annum excluding benefits
Notice Number: 100/23

Requirements: Grade 12 plus a Bachelor's Degree in Accounting/ Cost & Management Accounting or equivalent qualifications Valid Code B Driver's License. 5 years relevant working experience. No criminal record.

Knowledge and Skills: Good verbal and written communication skills. Ability to work under pressure. Sound knowledge and understanding of Local government legislation and constitutional mandate. Practical Knowledge of generally accepted accounting standards within a municipal environment. Practical knowledge of MFMA. Ability to analyze financial data and prepare financial reports, statements and projections Working knowledge of MUNSOFT System will serve as an added advantage.

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Key Performance Area: Develop and review an asset management maintenance plan. Manage the status of records associated with assets. Perform Impairment and assessment of useful lives of assets in line with GRAP standards at least annually. Updating of the asset register and GL monthly. Verify that all visible and identifiable assets are barcoded and or properly marked. Monitor that general ledger & fixed assets register always balance/reconcile. Follow up on any reconciling items before month end close. Manage administration of both Assets & Inventories. Regularly liaise with the municipal insurance company and ensure that municipal assets are adequately insured. Serve as a point of contact between the municipality and the insurers.

Chief Accountant Expenditure (Post Level 3)
Duration: Permanent
Salary: R 435 250.28 per annum excluding benefits
Notice No: 101/23

Requirements: Grade 12 plus a National Diploma in Accounting or relevant/equivalent qualification. Must have 3 years of relevant experience in a Municipal Environment. A valid Code B driver's license. No criminal record.

Knowledge: Must have sound knowledge of the Municipal Finance Management Act (MFMA). In depth Knowledge of Expenditure processes relating to Creditors and Payroll. 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: Reconcile daily income and expenditure with all company bank statements to ensure effective control over reconciliation. Monitoring timeous payment of all creditors in accordance with contractual commitments, MFMA and applicable legislation. Reviewing payment advice and signing as proof of review. Controls the Key Performance Indicators and outcomes of personnel within the section. Controls sequences associated with the information processing and updating related to payroll transactions. Analyzing accounting records/ entries of transactional sequences (salary, allowance, etc.). Preparing budgets for the Salaries Section and generating budget report. Co-ordinates all functions and activities associated with the administration of VAT. Update accounting system to ensure the proper and true reflection of information. Prepare statistical reports depicting short to medium term expenditure trends.

Accountant Creditors & VAT (Post Level 4)
Duration: Permanent
Salary: R 414 156.14 per annum excluding benefits
Notice No:105/23

Requirements: Grade 12 plus a National Diploma in Accounting or equivalent qualification. Must have 2 years of relevant experience in a financial environment. A valid Code B driver's license. No criminal record.

Knowledge: Must have sound knowledge of the Municipal Finance Management Act (MFMA). In depth Knowledge of Expenditure processes relating to Creditors. Good budget and financial management skills. Must understand mSCOA. Must have good report-writing skills. Must be able to work independently, under pressure and meet deadlines.

he candidate must be computer literate with good working knowledge of computerised financial systems, Microsoft office, word and excel and a sound knowledge of the municipal legislative and regulatory framework pertaining to creditors payment management.

Key Performance Area: Prepare monthly payables/creditors and age analysis reconciliation on a monthly basis. Prepare payments to municipal creditors, inspect that all required supporting documentation are available, crossed referenced, accurately captured, captured within the correct budget vote and approved by the delegated municipal officials. Inspect bank statements to confirm that the goods were appropriately paid for payments authorised. Supervise the expenditure archive section and monitor the safe keeping of municipal expenditure documents. Perform month end accounting reconciliations, review the general ledger and reconcile the balance sheet. Compilation of Audit file he candidate must be computer literate with good working knowledge of computerised financial systems, Microsoft office, word and excel and a sound knowledge of the municipal legislative and regulatory framework pertaining to creditors payment management.

Accountant Budget & Reporting (Post Level 4)
Duration: Permanent
Salary: R 414 156.14 per annum excluding benefits

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Notice No: 81/23

Requirements: Grade 12 plus a 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.

OFFICE OF THE MAYOR

Personal Assistant: Mayor (Post Level 7)

Duration: Linked to the term of office of the current incumbent

Salary: R 259 848.35 per annum excluding benefits

Notice Number: 95/23

Requirements: Grade 12 plus a valid Code B driver's license. Computer Literacy will serve as an advantage. Minimum of 3 years relevant experience in office management.

Knowledge and Skills: Computer skills with extensive knowledge of Microsoft office package; Good interpersonal and Communication Skills. The ability to communicate in writing as appropriate to specific audiences. The ability to articulate a message in an understandable and convincing manner. Ability to work under pressure.

Key Performance Area: Manage the diary of the Mayor. Render secretarial duties to the Mayor. Perform reception related duties, filing, typing, safekeeping of records. Attend to enquiries. Organise and manage events hosted by the Office of Mayor. Consolidate reports as and when necessary. Perform any other duties as may be delegated to the candidate.

Personal Assistant: Speaker (Post Level 7)

Duration: Linked to the term of office of the current incumbent

Salary: R 259 848.35 per annum excluding benefits

Notice Number:96/23

Requirements: Grade 12 plus a valid Code B driver's license. Computer Literacy will serve as an advantage. Minimum of 3 years relevant experience in office management.

Knowledge and Skills: Computer skills with extensive knowledge of Microsoft office package; Good interpersonal and Communication Skills. The ability to communicate in writing as appropriate to specific audiences. The ability to articulate a message in an understandable and convincing manner. Ability to work under pressure.

Key Performance Area: Manage the diary of the Speaker. Render secretarial duties to the Speaker. Perform reception related duties, filing, typing, safekeeping of records. Attend to enquiries. Organise and manage events hosted by the Office of Speake. Consolidate reports as and when necessary. Perform any other duties as may be delegated to the candidate.

Special Programmes Coordinator (Post Level 6)

Duration: Linked to the term of office of the current incumbent

Salary: R 308 032.48 per annum excluding benefits

Notice Number: 97/23

Requirements: Grade 12 plus a valid Code B driver's license. Computer Literacy will serve as an advantage. Minimum of 3 years relevant Municipal experience.

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Knowledge and Skills: Computer skills with extensive knowledge of Microsoft office package; Good interpersonal and Communication Skills. The ability to communicate in writing as appropriate to specific audiences. The ability to articulate a message in an understandable and convincing manner. Ability to work under pressure.

Key Performance Area: Promoting poverty alleviation initiatives directed to youth, women, disabled people, older person and children. Facilitating HIV and AIDS intervention programmes to reduce the escalating rate of within the area. Facilitating the establishment of forums for the youth, women, elderly, children, disabled people, and HIV/ AIDS to promote their interests. Facilitating project identification and implementation for vulnerable groups. Facilitating network and creating partnership with various organizations structures such as CBO's, NPO's and Faith based organizations. Coordinating awareness programmes for designated groups. Coordinating and facilitating funding proposals for designated group programmes and projects for approval. Organizing activities in commemoration of designated national days. Implement the Municipalities' policies regarding people living with disabilities. Develop strategies that will assist in promoting support to people living with disabilities.

**OFFICE OF THE MUNICIPAL MANAGER
Media Liaison Officer (Post Level 6)**

Duration: Permanent

Salary R 308 032.48 per annum excluding benefits.

Notice Number:98/23

Requirements: Grade 12 plus a National Diploma in Media Studies/Journalism/Political Science/Communication. Valid Code B driver's licence. Minimum 2 years relevant experience in media/journalism or communication field.

Knowledge and skills: Must have knowledge of administrative procedures and personnel management. Ability to interpret and apply policies, strategies, and legislation. Ability to liaise with stakeholders and coordinate engagement sessions. Excellent writing skills for external communication purposes. Good Interpersonal and presentation skills. Good communication and advocacy skills. Must be computer literate and be able to use social media platforms. Ability to work under pressure, individually and in a team. Research and project management skills. Sound organising and planning skills. Strategic thinking and problem-solving skills

Key Performance Area: Compiling media releases/statements on municipal projects, programmes, events, functions, processes for distribution on external and internal media platforms. Coordinating media coverage. · Speechwriting. Coordinating the compilation of programmes based on departmental activities. · Keeping the public informed of the latest municipal programmes, projects, and processes. Receiving, researching, and responding to queries from external media houses and official government news platforms on behalf of the municipality. Coordinating media alerts about unplanned service interruptions, including arranging media support in times of emergency/disasters. Developing content for the official municipal newsletter. Compiling investigational reports and/or responses to correspondences and queries, undertaking research or extracting information and records to support content, recommendations and/or opinion. s and/or opinion · Serves as Spokesperson for the Municipality

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

Salary: R 414 156.14 per annum excluding benefits

Duration: Permanent

Notice Number: 99/23

Requirements: Grade 12 plus a 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.

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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.

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) 57 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: 05 JANUARY 2024 AT 16H00.

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

05/12/2023
DATE



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