

INTERNAL/EXTERNAL ADVERTISEMENT

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

TECHNICAL SERVICES DEPARTMENT

Water Quality Officer (Post Level 07)

Duration: Permanent

Salary: R 289 422.94 per annum excluding benefits

Notice No: 04/26

Requirements: Grade 12 plus a three-year Diploma /National Diploma in Water Care/Chemical Engineer or equivalent qualification. Valid Code B Driver's License. At least 2 years credible experience in a municipal environment in potable water treatment and wastewater treatment works.

Knowledge: Knowledge of the National Water Act, 36 of 1998, and related policies, strategies, and guidelines. Understanding the principles of Integrated Water Resource Management. Innovative thinking. Must have knowledge of BDS/GDS drop system.

Key Performance Area: Supervise operations and maintenance of water treatment works through the implementation of procedures, applications, systems. Inspect and analyse reports with respect to plant performance and implement corrective measures and change to operating parameters to address deviation. Conduct test analysis of water quality. Formulate strategies for water conservation and demand management, identifying the requirements for infrastructure replacement, refurbishment, and specialized interventions to reduce water losses (capital works) and budgets. Evaluate and comment on the applicability of specific key performance indicators and measures against water outcomes. Facilitate the collation, interpretation, and provision of strategic information available on the required interventions necessary to ensure adequate water services provision to expanding infrastructure due to new developments)

Process Controller Class V: Wastewater (Post level 7)

Duration: Permanent

Salary: R 289 422.94 per annum excluding benefits

Notice No:05/26

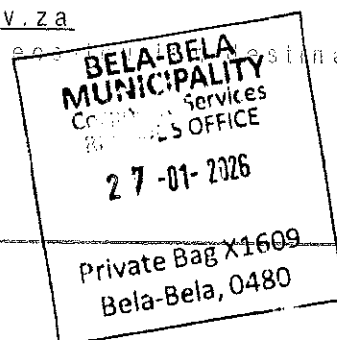
Requirements: Grade 12 plus a National Diploma in Water Care or relevant equivalent qualification. Computer Certificate. Valid Code B Drivers Licence. Minimum of 2 years' working experience in the water sector. Registered Class V Operator/ Process Controller with the Department of Water and Sanitation (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.

Key Performance Area: 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

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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.

General Workers Water & Sanitation x 2 (Post Level 15)
Duration: Permanent
Salary: R 140 167.36 per annum excluding benefits
Notice No:06/26

Requirements: Basic level of literacy or ABET Level 3; 6 to 12 months' experience. The incumbent must be physically fit, in good health and willing to undergo pre-employment medical screening processes

Knowledge and Skills: Ability to work in a team and independently. Integrity is highly recommended; must be able to take instructions given; should have good communications skills, also willing to work long hours as and when required. The incumbent must be service delivery orientated.

Key Performance Area: Digging trenches and holes. Clearing of bushes as and when required. Providing support during the installation, repair and maintenance of water and sanitation reticulation systems by using hand tools to excavate defined areas, laying of pipes and lines, Assist plumbers with the laying of pipes (water and sewer) and installation of water meters (repairs and new), Perform maintenance tasks on sewer systems, pump stations and workshop areas, Cleans worksites, stores equipment and tools, load and offload material as and when required, Cleaning of building and grounds, Offloading & Stacking of chemicals. Perform any other duties as may be delegated. Perform any other lawful duties as may be delegated by Management.

Data Capturer PMU (Post Level 8)
Duration: Duration: Permanent
Salary: R 254 762.15 per annum excluding benefits
Notice No:07/26

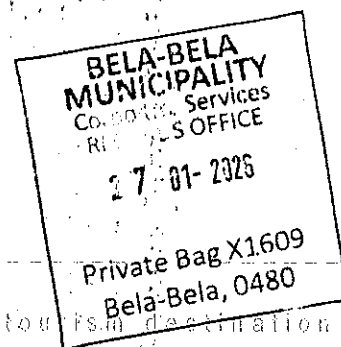
Requirements: Matric Certificate and National Certificate in Office Administration or equivalent. Minimum of 2 years relevant experience. Computer literacy and a Valid Driver's License.

Knowledge: Computer skills with extensive knowledge of Microsoft office package; Good interpersonal and Communication Skills.

Key Performance Area: Provide support and assist with all administrative duties required by the PMU team. Processing of related correspondence and assistance in report generation, Control and maintain the national monitoring database of the Municipal Information System (MIS). Provision and quality control of data and information technology. Responsible for the collation of Municipal Infrastructure Grant (MIG) progress reports for submission to National Treasury as well as to Council. Captures relevant data relating to the Expanded Public Works Programme (EPWP) and compiles monthly reports. Perform any other lawful duties as may be delegated

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Superintendent Streets & Traffic Lights (Post Level 5)

Duration: Permanent

Salary: R 407 454.33 per annum excluding benefits

Notice No:08/26

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.

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 343 091.14 per annum excluding benefits

Notice No: 09/26

Requirements: Grade 10 and Electrical Trade Test. At least 2 years' Municipal 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.

Heavy Duty Operator (Electrical) (Post level 10)

Duration: Permanent

Salary: R 207 303.10 per annum excluding benefits

Notice No: 10/26

Requirements: Grade 10 plus a Valid Code EC1, EC driver's license, Public Drivers Permit. Must have a least one (1) year relevant working experience

Knowledge and Skills: Ability to work as a team and independently. Integrity is highly recommended; must be able to take instructions given; should have good communications skills and must be service delivery orientated.

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Key Performance Area: Operating a heavy mechanical plant. Driving and manoeuvring the crane truck and engaging controls to operate mechanisms to enable lifting/ hoisting and levelling sequences. Monitoring overhead powerlines and other site personnel during the operation of the crane truck. Perform any other duties as may be delegated

Re-advertisement Divisional Manager Roads & Stormwater (Post level 01)

Duration: Permanent

Salary: R 730 029.88 per annum excluding benefits

Notice No:11/26

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 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 writing and presentation skills. Attention to detail. Drive and tenacity to lead a multi-disciplinary project team. Monitoring 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 subordinates for areas which require remedial work and develop the Maintenance Plan.

General Worker Roads & Stormwater x 2 (Post Level 15)

Duration: Permanent

Salary: R 140 167.36 per annum excluding benefits

Notice No:25/26

Requirements: Basic level of literacy or ABET. 6 to 12 months experience. The incumbent must be physically fit, in good health and willing to undergo pre-employment medical screening processes.

Knowledge and Skills: Ability to work in a team and independently. Integrity is highly recommended; must be able to take instructions given; should have good communications skills and must be service delivery orientated.

Key Performance Area: Provides manual labour on construction and maintenance of roads and stormwater. Performs physical labour with respect to the building of roads and stormwater as per the instructions from the supervisor. Perform any other lawful duties as may be delegated by Management.

SOCIAL & COMMUNITY SERVICES DEPARTMENT

Superintendent Parks, Cemeteries and Facilities (Post Level 5)

Duration: Permanent

Salary: R 407 454.33 per annum excluding benefits

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Notice No: 12/26

Requirements: Grade 12 plus National Diploma in Horticulture or equivalent qualification. Valid Code B Driver's License. 2 years relevant working experience.

Knowledge and Skills: Good verbal and written communication skills Computer literacy and excellent report writing skills. Good knowledge of indigenous and alien plants. Supervisory experience to monitor and manage gardens and parks. Computer literacy and interpersonal skills. Able to work without supervision and meet deadlines Problem solving, decision making and people management skills.

Key Performance Areas: Design, develop and maintain parks and open spaces. Draft parks, cemeteries and facilities tasks programmes and coordinated actions. Organise assignments of tasks and duties to staff members, Monitor all tasks or activities. To develop and decorative, gardens and parks. Undertake generic supervisory and administration duties. Maintains gardens and nature conservation areas. Implement annual work plan to determine planting, pruning, cutting, clearing of alien vegetation programmes for all the open spaces, cemeteries, parks, verges islands etc. Determine pest and weed control plan. Determine planting plans. Determine irrigation plans and implements. Develop work plans and activity schedules for staff.

Supervisor Waste Collection (Post Level 9)

Duration: Permanent

Salary: R 226 580.31 per annum excluding benefits

Notice No: 13/26

Requirements: Grade 12. Must have 2 years relevant experience. A valid Code B driver's license.

Knowledge: Thorough knowledge of the practices of solid waste management, including recycling and composting; good knowledge of public/community relations. Ability to work under pressure maintaining a high level of accuracy and details; Good verbal and written communications skills.

Key Performance Area: Ensure that waste is disposed of efficiently and effectively. Allocate all vehicles and staff to different areas. Report accident and injuries on duty. Ensure the drivers perform pre-trip inspection of trucks on daily basis. Report repairs and servicing of trucks. Inspection of refuse removal areas and street cleaning. Supervise household and business waste removal. Handle enquiries and complaints from public.

Heavy Duty Operator (Waste) (Post level 10)

Duration: Permanent

Salary: R 207 303.10 per annum excluding benefits

Notice No : 14/26

Requirements: Grade 10 plus a Valid Code EC1, EC driver's license, Public Drivers Permit. Must have a least one (1) year relevant working experience

Knowledge and Skills: Ability to work as a team and independently. Integrity is highly recommended; must be able to take instructions given; should have good communications skills and must be service delivery orientated.

Key Performance Area: Operates heavy vehicles designed to compress and transport solid waste. Performing daily truck checklists, ensuring the vehicle's cleanliness and cleanliness of the compactor itself. Adhering to safety protocols due to risks of crushing, hazardous materials, and environmental contamination. Perform any other duties as may be delegated.

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**BELA-BELA
MUNICIPALITY**
COMMUNITY SERVICES
RECORDS OFFICE

7-01-2323

Private Bag X1609
Bela-Bela, 0480

General Worker Waste and Cleansing Management x 2 (Post Level 15)

Duration: Permanent

Salary: R 140 167.36 per annum excluding benefits

Notice No:26/26

Requirements: Basic level of literacy or ABET Level 3; 6 to 12 months' experience. The incumbent must be physically fit, in good health and willing to undergo pre-employment medical screening processes.

Knowledge and Skills: Ability to work in a team and independently. Integrity is highly recommended; must be able to take instructions given; should have good communication skills, also willing to work long hours as and when required. The incumbent must be service delivery orientated.

Key Performance Area: Walk, pick up and load refuse bags into the refuse vehicles. Place clean litter bags on the premises. Cleaning spilt waste, sweeping, gathering and inserting into refuse bags and loading into refuse vehicles. Collecting refuse from business premises, lifting mobile waste containers or gathering and loading refuse bags into vehicles. Move refuse to create space and attend to offloading of refuse from vehicles using handheld tools at disposal sites. Perform any other lawful duties as may be delegated by Management.

General Worker Parks & Cemeteries x 4 (Post Level 15)

Duration: Permanent

Salary: R 140 167.36 per annum excluding benefits

Notice No:16/26

Requirements: Basic level of literacy or ABET Level 3; 6 to 12 months' experience. The incumbent must be physically fit, in good health and willing to undergo pre-employment medical screening processes.

Knowledge and Skills: Ability to work in a team and independently. Integrity is highly recommended; must be able to take instructions given; should have good communication skills, also willing to work long hours as and when required. The incumbent must be service delivery orientated.

Key Performance Area: Sweeping streets, walkways and paved areas using a broom, gathering, picking and transferring litter into refuse collection bags. Picking up litter and/ or items lying in open spaces. Cutting/trimming lawns and verges using handheld machines (brush-cutters, lawnmowers) and/ or tools (shears, lashers) for the clearing of overgrown shrubs. Weeding, cleaning and shaping flower beds using handheld gardening tools. Removing and replacing refuse bags from collection bins in public areas. Carrying refuse bags to designated areas for collection and/ or attends to the loading/ offloading of refuse bags into/ from refuse vehicles. Perform any other lawful duties as may be delegated by Management.

General Worker Traffic Signs and Road Marking (Post Level 15)

Duration: Permanent

Salary: R 140 167.36 per annum excluding benefits

Notice No:27/26

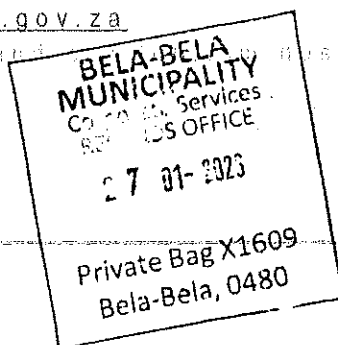
Requirements: Basic level of literacy or ABET Level 3; 6 to 12 months' experience. The incumbent must be physically fit, in good health and willing to undergo pre-employment medical screening processes.

Knowledge and Skills: Ability to work in a team and independently. Integrity is highly recommended; must be able to take instructions given; should have good communication skills, also willing to work long hours as and when required. The incumbent must be service delivery orientated.

Key Performance Area: Attends to the preparation of work site. (e.g. placing road signage, safety cones and loading/ off-loading equipment, tools, etc). Supporting the Supervisor with the marking and mounting of signage on supporting structures. Placing stencil boards as guide for lettering, using straight edged

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grinder for straight lines, numbering and marking in marked out areas on road surfaces and painting (with brush/roller) in the applicable lines and signage with the correct colour paint as instructed by the supervisor. Utilizing where required a road-marking machine, ensuring that the machine is cleaned, and correctly calibrated. Preparing of work area for the installation of road studs , drilling of insertion with a mechanized flat drill bit breaker, cleaning of hole, mixing and pouring correct quantity of adhesive and placing stud into adhesive.

Personal Assistant Senior Manager SOCOM (Post Level 7)

Duration: Permanent

Salary: R 289 422.94 per annum excluding benefits

Notice No:17/26

Requirements: Grade 12 plus a National Certificate in Office Administration/Secretarial or equivalent qualification. A National Diploma will be an added advantage. Must have at least 2 years Secretarial Experience. A valid Code B driver's license.

Knowledge: Excellent written and verbal communication skills; good knowledge of public/community relations. Ability to work under pressure maintaining a high level of accuracy and details; Good verbal and written communications skills. Ability to prioritize tasks and manage multiple responsibilities effectively. Excellent computer skills, particularly MS Word, Excel and PowerPoint. Good telephone etiquette Ability to work under pressure and extended hours

Key Performance Area: Scheduling appointments, meetings, and travel arrangements. Managing phone calls, emails, and other forms of correspondence. Ability to build and maintain positive relationships with colleagues and stakeholders. Assisting with the organization of events and functions. Maintain a high level of confidentiality in performing duties.

PLANNING & ECONOMIC DEVELOPEMNT DEPARTMENT

Divisional Manager Town Planning (Post level 1)

Duration: Permanent

Salary: R 730 029.88 per annum excluding benefits

Notice Number:18/26

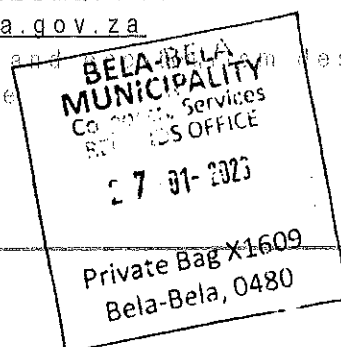
Requirements: Grade 12 plus a B Degree/ B Tech Town & Regional Planning or equivalent qualification. Minimum of 5 years working experience in relevant field of which 3 must be at a supervisory level . Valid Code B Drivers Licence.

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. Registration with SACPLAN as a Professional Planner. Excellent communication skills. Excellent, report writing and presentation skills. Attention to detail. Drive and tenacity to lead a senior multi-disciplinary team. Monitoring of performance. Project management certificate. Good communication skills. Good report writing and presentation skills,

Key Performance Area: Identifies and defines the immediate and short-term objectives/ plans associated with urban design and architectural projects, land use management scheme, spatial development, GIS and building inspectorate. Manages and controls outcomes associated with utilization, productivity and performance of personnel. Determining legal action and strategies associated with non-compliance/transgressions associated to relevant legislation, e.g., National Building Regulations, Town Planning Schemes, etc. Prepares capital and operating estimates for the section and, approves and controls project related expenditure against the budget allocations. Manages the formulation of specific contracts and tender documents and controls contractual obligations. Manages and controls the professional, technical and operational outcomes related to urban design and architectural projects, land

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use management scheme, spatial development, GIS and building inspectorate. Manages and provides advice/ information and guidance on the principles, procedures and applications associated with building and zoning projects. Controls the planning and operational efficiency of specific approaches associated with GIS. Manages the key performance areas and result indicators associated with the infrastructure needs through the monitoring and implementation of laid down policies, by-laws and procedures guiding town and regional planning. Disseminates strategic, functional and operational information on the immediate, short and long-term objectives and, current developments, problems and constraints

Town Planner (Post level 4)

Duration: Permanent

Salary: R461 293.31 per annum excluding benefits

Notice Number: 19/26

Requirements: Grade 12 plus a three-year Diploma/ 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

Building Inspector (Post level 5)

Duration: Permanent

Salary: R407.454.33 per annum excluding benefits

Notice Number: 20/26

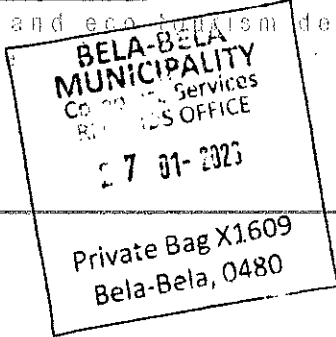
Requirements: Grade 12 plus a three-year Diploma/ National Diploma in Building/Built Environment Minimum of 2 years working experience in relevant field. Valid Code B Drivers Licence. Must be registered with a professional body.

Knowledge and Skills: In depth understanding of building inspection procedures and services. Provable, practical skills, knowledge, and experience in performing duties associated with being a building inspection. General understanding of local government systems, procedures, and processes. Good interpersonal and communication skills (written & verbal). Ability to work under pressure. Good report writing, computer, communication and supervisory skills

Key Performance Area: Evaluating building plans and construction. Conducting site inspections at various stages (foundation, roof, etc.) Enforcing the National Building Regulations and related Acts. Coordinating inspections with other departments like fire and health services. Issuing compliance or demolition notices for illegal work. Providing general advice to the public and developers regarding regulations. Verifying design details and construction specifications against approved plans. Monitoring developments to ensure a safe and healthy environment for residents. Preparing court reports and testifying when legal action is required for non-compliance.

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BUDGET & TREASURY DEPARTMENT

Chief Accountant Expenditure (Post Level 3)

Duration: Permanent

Salary: R 484 788.21 per annum excluding benefits

Notice No: 21/26

Requirements: Grade 12 plus a three-year Diploma/ National Diploma in Accounting /Financial Management or relevant/equivalent qualification. Must have 3 years of relevant experience in expenditure management. A valid Code B driver's license. No criminal record.

Knowledge: Must have sound knowledge of the Municipal Finance Management Act (MFMA). Must be Computer literate. Good verbal and written communication skills. Must have good report-writing skills. Must be able to work independently, under pressure and meet deadlines. Must have problem solving skills. Computer literacy knowledge of Microsoft Office (especially Excel and Word).

Key Performance Area: Monitoring timeous payment of all creditors in accordance with contractual commitments, MFMA and applicable legislation. Verifying captured payments as processed on financial system on banking system for release by council's authorized signatories. Monitoring the payments against contract terms and/ or allocation schedules, identifying and forwarding anomalies for correction or approval of adjustments. Checking and verifying Creditor statement against remittance advice, identifying with outstanding payments for reporting purposes as received from Supply Chain Management. Maintaining and updating investments records, detailing term, interest rate and maturing dates. Preparing the Cashbook reconciliation, detailing outstanding cheques, total payments and total receipts, against the bank statement. Administering approved deductions (loans, medical, pensions, unemployment insurance, garnishee orders, etc.), referring to printouts to establish payment amounts. Controls sequences associated with the information processing and updating related to payroll transactions

Accountant Property Rates (Post Level 4)

Duration: Permanent

Salary: R461 293.31 per annum excluding benefits

Notice No: 22/26

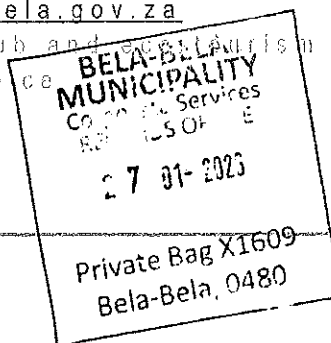
Requirements: Grade 12 plus a three-year Diploma / National Diploma in Accounting /Financial Management or relevant/equivalent qualification. Must have 2 years of relevant experience . A valid Code B driver's license. No criminal record.

Knowledge: Must have sound knowledge of the Municipal Finance Management Act (MFMA). Appropriate knowledge of the Municipal Property Rates Act, No.6 of 2004. Knowledge of mSCOA will serve as an added advantage. Good management, human relations, interpersonal and communication skills .Sound knowledge of the standards of Generally Recognised Accounting Practice (GRAP). Analytical Skills .Ability to give attention to detail.

Key Performance Area: Control and ensure the monthly reconciliation of rates and valuations. Monitor the Issuing clearance certificates. Administer valuations in accordance with legislative prescripts; valuation roll, consultation, objections, administrative support regarding valuation process, supplementary valuations, financial procedures regarding property valuations, property register and liaison with Municipal Valuers. Attends to and controls tasks/activities associated with personnel performance, productivity and discipline . Coordinate and control procedural administrative requirements, record keeping and reporting deadlines associated with the functionality.

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Meter Readers X 6 (Post Level 15)
Duration: Permanent
Salary: R 140 167.36 per annum excluding benefits
Notice No:23/26

Requirements: Grade 10 Certificate, Minimum of 1-year working experience. The incumbent must be physically fit, in good health and willing to undergo pre-employment medical screening processes.
Knowledge and Skills: The candidate must have a working knowledge of data processing. Ability to communicate effectively verbally and in writing. Must be able to work under pressure.
Key Performance Area: Take readings of water and electricity meters according to billing cycles; disconnect and reconnect electricity and water meters as and when required. Place water restrictors in meters for non-payers; Assist in the delivery of service accounts; Assist in data processing associated with the billing of consumers and other public services. Perform any other lawful duties as may be delegated.

CORPORATE SERVICES DEPARTMENT

Cleaner x 4
Duration: Permanent
Salary: R 140 167.36 per annum excluding benefits
Notice No:24/26

Requirements: Basic level of literacy or ABET Level 3; 6 to 12 months' experience. The incumbent must be physically fit, in good health and willing to undergo pre-employment medical screening processes
Knowledge and Skills: Ability to work in a team and independently. Integrity is highly recommended; must be able to take instructions given; should have good communications skills, also willing to work long hours as and when required. The incumbent must be service delivery orientated.
Key Performance Area: To undertake activities associated with maintaining the cleanliness of designated areas and proving support during the relocation of office furniture/ equipment in accordance with the given instructions. Cleaning offices and public buildings, Sweeping, washing, scrubbing, and polishing floors, Dusting, arranging tables and/or chairs, cleaning windows, Filling water bottles with clean water, moving furniture within the offices of the municipality; Preparing and serving refreshments for meetings. Perform any other lawful duties as may be delegated

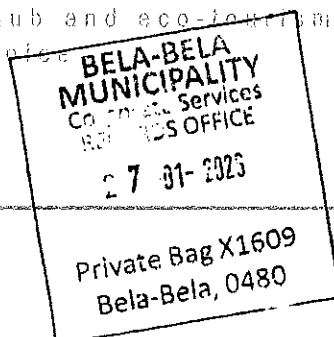
The Municipality reserves the right not to fill the advertised position.

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.

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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. ME Mathe at 014 736 8000 during office hours.

CLOSING DATE: 20 FEBRUARY 2026 AT 16H00.

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

27/01/2026
DATE

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**BELA-BELA
MUNICIPALITY**
Customer Services
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