

## INTERNAL ADVERTISEMENT

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

### TECHNICAL SERVICES DEPARTMENT

**Artisan Plumber x 2 (Post level 7)**

Duration: Permanent

Salary: R 289 422.94 per annum excluding benefits

Notice No: 28/26

**Requirements:** Grade 12 plus N6/National Diploma in Civil Engineering or equivalent. Trade Certificate as a Plumber is mandatory. Minimum of 2 years' experience in plumbing. Valid Code B driver's licence.

**Knowledge and Skills :** 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:** Attend to all plumbing related instructions as directed by your supervisor. Co-ordinate activities associated with fault finding and repairing faults in various municipal offices. Read and interpret drawings/work orders detailing layout and specifications. Mark routes for the running in and laying of pipes and/or measure, mark and drill plastered surfaces using handheld power tools. Install valves, flow meters and/or bends, joins and diverts pipes using couplings and/or seam welding techniques. Construct support structures using bricklaying techniques and apply finishing procedures, seal joints and seams and plaster/cover open spaces. Inspect works prior to commissioning and communicate with the immediate superior with regards to tests, adjustments and functionality of the installation. Visually examine seams, joints and welds on piping reticulation and plumbing systems, fixtures and fittings. Complete 'critical inspection point' cycle and attend to the cleaning of drainage systems. Remove and replace valves, seals and filtration devices such as pumps, controlling high- and low-pressure water and wastewater reticulation. Clear blocked drainage systems using high pressure cleaning systems to remove debris/trapped waste in various municipal office.

**Assistant Plumbers x 4 (Post level 13)**

Duration: Permanent

Salary: R 166 059.03 per annum excluding benefits

Notice No: 29/26

**Requirements:** Grade 10 plus Trade Certificate as a Plumber. Minimum of 1 year experience in plumbing. Valid Code B driver's licence.

**Knowledge and Skills :** The candidate must have knowledge in Plumbing field. Ability to work independently and under pressure. Good communication. Ability to plan ahead (pro-active), work independently as well as in a team. Strict adherence to the Occupational Health and Safety Act.

**Key Performance Area:** Perform general plumbing duties and maintenance. Effectively install and maintain all water pipes, sewerage system, valves and stopcocks. Unblock drains, toilets, basins and sluices. Assist Artisans in the performance of their duties, and clean areas where work has been carried out. Detect and repair faults in the working environment.

**Supervisor Water & Sanitation X2 (Post level 09)**

Duration: Permanent

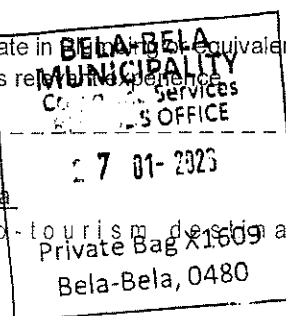
Salary: R 226 580.31 per annum excluding benefits

Notice Number: 30/26

**Requirements:** Grade 10 plus N2 Plumbing Certificate/ Trade Certificate in Plumbing or equivalent qualifications. Valid Code B driver's license, Public Drivers Permit. Must have 2-years relevant experience.

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**Knowledge and Skills:** Ability to work as a team and independently. Integrity is highly recommended. Must be able to take instructions given. Strong communication, interpersonal, problem-solving, and leadership skills are essential. Must be service delivery orientated.

**Key Performance Area:** Attend to complaints regarding water leakages and sewer overflowing. Resolve problems or refer to supervisor for action. Monitor water and sewerage pipes. Maintains sewerage pipes. Inspect sewer pump station for blockages. Visits the house from where the complaint was made. Remove blockages with drain cleaning equipment. Investigate complaints regarding weak flow of water. Search for hidden or lost water meters. Coupling of water pipes/meters and sewer connections. Supervise the performance of subordinates. Provide advice and direction on daily duties.

**Supervisor Roads Construction (Post level 09)**

**Duration:** Permanent

**Salary:** R 226 580.31 per annum excluding benefits

**Notice Number:** 31/26

**Requirements:** Grade 10 plus N2 in Civil Engineering/Construction. Valid Code B driver's license, Public Drivers Permit. Must have 2-years relevant experience.

**Knowledge and Skills:** Ability to work as a team and independently. Integrity is highly recommended. Must be able to take instructions given. Strong communication, interpersonal, problem-solving, and leadership skills are essential. Must be service delivery orientated.

**Key Performance Area:** Providing daily direction and technical guidance to the team, monitoring their work performance and productivity. Overseeing and actively participating in the construction and maintenance of roads, sidewalks, parking areas, and storm water infrastructure (e.g., pothole patching, kerb-laying, installing pipelines and signs). Planning, prioritizing, and scheduling maintenance and construction works to meet objectives and deadlines. Ensuring that personnel comply with the Occupational Health and Safety Act and traffic control regulations and promoting a culture of safety. Observing and supervising the utilization, application, and maintenance of machinery, equipment, tools, and materials, ensuring optimal and cost-effective use. Performing administrative tasks, such as updating records, managing attendance, and reporting on performance metrics and project progress to immediate supervisor.

**Supervisor Stormwater Maintenance (Post level 09)**

**Duration:** Permanent

**Salary:** R 226 580.31 per annum excluding benefits

**Notice Number:** 32/26

**Requirements:** Grade 10 plus N2 in Civil Engineering/Construction. Valid Code B driver's license, Public Drivers Permit. Must have 2-years relevant experience.

**Knowledge and Skills:** Ability to work as a team and independently. Integrity is highly recommended. Must be able to take instructions given. Strong communication, interpersonal, problem-solving, and leadership skills are essential. Must be service delivery orientated.

**Key Performance Area:** Providing daily direction and technical guidance to the team, monitoring their work performance and productivity. Conducting regular inspections of stormwater infrastructure, including pipes, culverts, and detention ponds. Provide inputs in the development of maintenance plans, schedules, and budgets for stormwater systems. Construction and maintenance of drainage infrastructure. Conduct proactive cleaning and reactive repairs to reduce flood hazards.

**TLB OPERATOR (Post level 08)**

**Duration:** Permanent

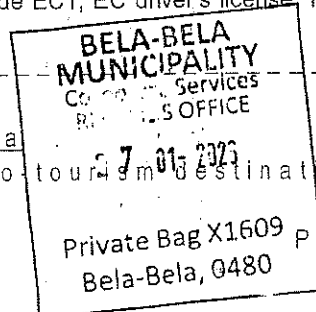
**Salary:** R 254 762.15 per annum excluding benefits

**Notice Number:** 33/26

**Requirements:** Grade 10 plus a Certificate TLB Operator. Valid Code EC1, EC driver's license, Public Drivers

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Permit. 1-year relevant 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:** Digging trenches, loading materials, site clearing, backfilling, basic maintenance, pre-start inspections, and ensuring safety. Perform driver activities using a vehicle to ensure the transporting of machinery equipment. Drive Trucks and Tractor as and when required (e.g. when municipal driver is on leave or sick) Maintenance and cleaning of machine/vehicles allocated, Check water, oil, etc. according to relevant check list. Adhere to all municipal safety regulations. Operate all equipment in a safe and efficient way according to all relevant policies and procedure.

**Water Cart Driver (Post level 10)**

**Duration:** Permanent

**Salary:** R 207 303.10 per annum excluding benefits

**Notice Number:** 34/26

**Requirements:** Grade 10 plus a Valid Code EC1, EC driver's license, Public Drivers Permit. 1-year relevant 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:** Filling truck tank with water. Monitor water supply levels in storage tanks and ensure adequate supply during peak demand periods. Transporting water in specialized trucks or tanker trailers to locations where water is needed. Maintaining proper recordkeeping of delivery, including time, location, amount delivered, and any problems encountered during delivery. Monitoring the condition of the water supply at all times, checking for signs of contamination or spoilage such as algae growth or odour changes. Spray water in designated areas

**Grader Operator (Post level 08)**

**Duration:** Permanent

**Salary:** R 254 762.15 per annum excluding benefits

**Notice Number:** 35/26

**Requirements:** Grade 10 plus Operator Certificate. Valid Code C1 Drivers licence with PRDP. 1-year relevant 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:** Barricade areas using barricading tape, safety cones and signs to ensure safety and prevent access as instructed by supervisor. Perform pre-trip inspections to identify possible defects and failure. Operate heavy duty construction machine when constructing roads and grade gravel roads. Drive and manoeuvre the vehicle and engaging controls to operate mechanisms to facilitate specific grading and levelling sequences. Grade dirt roads in layers during construction activities using grader. Inspect the operation regularly in accordance to established standards.

**Tipper Truck Driver x 2 Post level (10)**

**Duration:** Permanent

**Salary:** R 207 303.10 per annum excluding benefits

**Notice Number:** 36/26

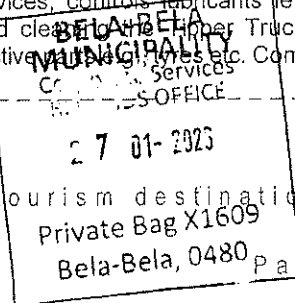
**Requirements:** Grade 10 plus Operator Certificate. Valid Code C1 Drivers licence with PRDP. 1-year relevant experience.

**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:** Receiving instructions and details of tasks/requirements from the immediate supervisor. Ability to operate the Tipper truck professionally. Inspecting safety devices, controls lubricants levels on the equipment and verbally report defects to the supervisor. Washing and cleaning the Tipper Truck, transport construction material and attend to the basic removal/replacement of defective parts, etc. Communicating

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with the Supervisor on site and confirming requirements/specifications. Driving and maneuvering the Truck and engaging controls to operate mechanisms to enable transport material and off load.

**SOCIAL & COMMUNITY SERVICES DEPARTMENT**

**Traffic Law Grade 1 (Post level 07)**

**Duration: Permanent**

**Salary: R 289 422.94 per annum excluding benefits**

**Notice Number:37/26**

**Requirements:** Grade 12 plus Basic Traffic Officers Diploma. Minimum of 2 years' experience in Municipal Traffic Law Enforcement. No criminal record. Proof of registration with Department of Transport and provide infrastructure number.

**Knowledge and Skills:** The candidate must have good human relations, communication and interpersonal skills. Conflict handling skills. Ability to give attention to detail.

**Key Performance Area:** Performs activities/tasks associated with maintaining law, order, safety and security through the application of laid down policing, protection, procedures and attending to processes aimed at ensuring compliance with laws, by laws and regulations to ensure any action or situation threatening safety is identified and promptly attended to. Coordinate plan and facilitate law enforcement operations with personnel and ensure that all traffic regulations and laws are effectively enforced. Enforcement of Speed Camera Violations/Controls. Traffic Control (Point Duty). Emergency Calls (Accidents, disasters, etc.) Enforcement of Municipal By-laws

**By Law-Enforcement Officers x2 (Post level 07)**

**Duration: Permanent**

**Salary: R 289 422.94 per annum excluding benefits**

**Notice Number:38/26**

**Requirements:** Grade 12 plus Basic Training in Law Enforcement / Policing/ Security and as Peace Officer. A valid Code B driver's license. Must have at least 2 years relevant work experience in the field (preferably in law enforcement). Must be medically, mentally and physically fit to perform all law enforcement functions. No criminal record.

**Knowledge and Skills:** Community and customer focus. Must have problem solving skills. Must ability to communicate effectively verbally and in writing. Must be able to work under pressure. Good Interpersonal relationships skills. Service delivery orientation and customer focus.

**Key Performance Area:** Issue notices, warnings, spot fines and effect arrests for municipal by-laws violations and other legislative prescripts. Present evidence in court. Maintaining all records and registers applicable and compiling accurate reports and/or statements of incidents where necessary. Undertake foot and mobile patrols as directed. Collaborate with the South African Police Services (SAPS), Fire and Traffic departments. Enforces municipal by-laws, appropriate legislation (illegal squatting, water restriction control, public nuisances, keeping of animals, informal trading, advertising regulations, etc.) conditional approvals, road traffic and safety regulations.

**Processing Clerk (Post level 08)**

**Duration: Permanent**

**Salary: R 254 762.15 per annum excluding benefits**

**Notice Number: 39/26**

**Requirements:** Grade 12 plus Certificate in Public Administration or relevant equivalent qualification. Minimum of 1-year of relevant clerical or office administration experience is preferred.

**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, strong administrative and organizational skills

**Key Performance Area: Processing Fines:** Capturing and maintaining accurate records of traffic contraventions, fines, and their outcomes (reductions, withdrawals, outstanding fines). Capturing, updating, and maintaining information on systems. Generating reports, maintaining control registers, and preparing court rolls. Handling public

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enquiries and complaints related to traffic fines. Perform basic secretariat functions, manage attendance registers, and assist with photocopying and faxing documents.

**PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT**

LED Clerk ( Post Level 8)  
Duration: Permanent  
Salary: R 254 762.15. per annum excluding benefits  
Notice No:40/26

**Requirements:** Matric Certificate and National Certificate in Local Economic Development /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 LED team. Assisting in the development and implementation of LED and Tourism strategies. Marketing local economic opportunities and tourism. Coordinating LED/Tourism sub-committees. Investigating and preparing reports on LED and tourism projects. Handling correspondence and maintaining project-related records. Liaising with government departments, businesses, and community groups.

**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.

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.ME Mathe at 014 736 8000 during office hours.

**CLOSING DATE: 20 FEBRUARY 2026 AT 16H00.**

  
MR. RAMAGAGA T. G  
MUNICIPAL MANAGER

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