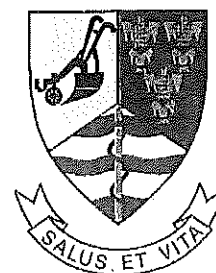


INTERNAL ADVERTISEMENT



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

SOCIAL & COMMUNITY SERVICES DEPARTMENT

Traffic Officer Grade 3 X 2 (Post level 09)

Duration: Permanent

Salary: R237 342.88 per annum excluding benefits

Notice Number: 142/26

Requirements: Grade 12 (Matric) and Basic Traffic Officer Diploma from an approved training college. Must have a Valid Code B or EB driver's licence. Must not have any criminal record. Be medically, mentally, and physically fit. Must reside within the Bela-Bela Municipal Area. (Submit an Affidavit as proof). Must not have been declared unfit to possess a firearm in terms of the Firearms Control Act, 2000 (Act No. 60 of 2000) or any other applicable legislation.

Knowledge and Skills: Good interpersonal, communication and listening skills. Understanding of Law Enforcement principles. Knowledge of road traffic systems, practices, and processes. Understanding of the Road Transport sector. Understanding of road traffic management legislation. Knowledge of the Road Traffic Management Corporation Act, National Road Traffic Act, Criminal Procedure Act. Understanding of inter-governmental relations. Must have good report writing skills.

Key Performance Area: Conduct effective law enforcement to ensure safety on the roads. Direct vehicles at busy intersections and major roadways. Manage traffic flow during peak hours and public events. Override malfunctioning or standard traffic signals when required. Secure and manage road accident scenes. Use equipment and vehicles effectively. Maintain records and register in the work area. Give evidence in court for any transgression. Check vehicles and drivers for basic compliance with road traffic acts. Issue statutory notices, summonses, or fixed penalty fines.

Examiner DLTC (Post Level 7)

Duration: Permanent

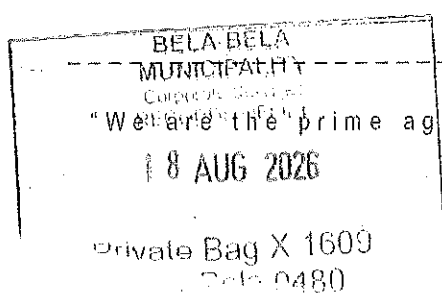
Salary: R 303 170.53 per annum

Notice Number : 143/26

Requirements: Grade 12 plus Grade A Examiner of Driver's Licence Diploma. Valid Code EC & A drivers Licence. 2 years relevant experience. E-Natis Certificate will be an added advantage. Must be computer literate. Must not have a criminal record.

Knowledge: Must have knowledge of National Road Traffic Act and other relevant legislations. Ability to work under pressure maintaining a high level of accuracy and paying attention to details. Good verbal and written communication skills.

Key Performance Area: Test learners and drivers licence candidates. Check particulars of the applications and ensure validity of all relevant documents. Complete practical examination sheet and inform applicant of procedures to be followed as well as conducting eye test. Evaluate drivers of Municipal Councils vehicles and authorise driver's licences. Issuing of license to successful learner drivers and ensure that they are fully competent as required by the National Road Traffic Act.



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BUDGET & TREASURY DEPARTMENT

Billing Clerk (Post Level 8)

Duration: Permanent

Salary: R 266 863.35 per annum excluding benefits

Notice Number 144/26

Requirements: Grade 12 plus National Diploma Financial Management/N6 in Financial Management/ Accounting or relevant equivalent qualification. Minimum of 1-year relevant working experience.

Knowledge and Skills: Must have good report writing skills. Must be able to work independently, under pressure and meet deadlines. Knowledge of computers and electronic data processing, and an ability to communicate effectively verbally and in writing. Strong numerical ability, proficiency in MS Excel, and good communication for dealing with public queries.

Key Performance Area: Process new applications and capture information into the system and allocate new account numbers. Update municipal accountant according to latest information. Record all new applications in the register and inform other linked accounts/directorates. Process the refuse removal levy for all new buildings by completion of applicable documentation. Inform meter readers of all new applications. Discontinue services where no deposits were paid. Oversee the closures of consumer accounts accordingly with all documents. Capture of final readings and allocate deposit. Check consumer information and make corrections if needed. Attend general enquiries regarding final readings. Make adjustments/corrections of faults on consumer accounts by following the prescribed procedure.

Receptionist (Post Level 9)

Duration: Permanent

Salary: R 237 342.88 per annum excluding benefits

Notice Number: 145 /26

Requirements: Grade 12 plus Diploma in Office Admin/Secretarial or relevant equivalent qualification. Minimum of 1-year relevant working experience.

Knowledge and Skills: Must have good report writing skills. Must be able to work independently, under pressure and meet deadlines. Knowledge of computers and electronic data processing, and an ability to communicate effectively verbally and in writing.

Key Performance Area: Deal with customers with efficiency and courtesy. Ensure that guests are directed to relevant Councillor/Official. Assist public with general enquiries (personally and telephonically). Controlling access at Reception. Provision of reliable information to customers. coordinate front-desk activities, including distributing correspondence and redirecting phone calls. Relief Switchboard when required. Operating telephone system.

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.

BELA-BELA
MUNICIPALITY

"We are the prime
RECREATION HUB"

18 AUG 2026

Private Bag X 1609
Bela-Bela 0480

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Page 2 | 3

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 Mr. Maheso TE at 014 736 8000 during office hours or email at mahesot@belabela.gov.za.

CLOSING DATE: 04 SEPTEMBER 2026 AT 16H00.



MR. RAMAGAGA T. G
MUNICIPAL MANAGER

18/08/2026
DATE



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choice