

## INTERNAL ADVERTISEMENT

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

### CORPORATE SERVICES DEPARTMENT

**Human Resources Clerk (Post level 08)**

**Duration: Permanent**

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

**Notice Number: 108/26**

**Requirements:** Grade 12 plus Diploma in Human Resources Management or equivalent qualification. Minimum of 1-year relevant working experience.

**Knowledge and Skills:** Good interpersonal, communication and listening skills. Be creative and innovative. Must be able to multitask. Good Customer relations skills and confidentiality. Must have good report writing skills, Telephone Etiquette and be Computer Literate.

**Key Performance Area:** Receiving, sorting and capturing application letters/forms. Receive applications of Termination of Service e.g., Retirement, Resignation and Early Retirement. Assist employees in filling out enrolment forms and checking the accuracy of the information. Arranging venues for short listing & interviews. Notifying members of the panel. Developing of short listing & interview schedule. Inviting candidates for interviews. Notify successful & unsuccessful candidates. Keep records of all interview and shortlisting proceedings. Capture employees leave applications into the system. Verify leave approval from the supervisors. Informing employees about forfeiting leave days. Update the employees with leave credits on request. Coordinate unit meetings. Issuing of invitations and arranging venues for meetings.

### BUDGET & TREASURY DEPARTMENT

**Indigent Clerk (Post Level 8)**

**Duration: Permanent**

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

**Notice Number: 109/26**

**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. The candidate must have working knowledge of computers and electronic data processing, and an ability to communicate effectively verbally and in writing.

**Key Performance Area:** Process, capture and update indigent beneficiary records and registers. Provide general or routine information on enquiries relating to subsidies, qualification for indigent benefits, etc. Establish the financial position of applicant for inclusion in the programme. Check the accuracy of details on application forms, verifying documentation (identity, etc.) and assist illiterate applicants on completion of forms or documentation. Record information and update work and information on specific indigent systems. Merge, copy and transfer data from indigent applications, formatting and generate statistical documentation for approval by immediate superior. Maintain registers of indigent applicant information, extracting reports detailing specific non-qualifying applicants and special

[www.belabela.gov.za](http://www.belabela.gov.za)

"We are the prime agricultural hub and tourism destination of choice"

BELA-BELA  
MUNICIPALITY  
CORPORATE SERVICES  
RECORDS OFFICE

11 JUN 2026

Private Bag X 1009  
Bela-Bela 0480

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circumstances requiring consideration and forwarding to the immediate superior for approval. Visit disabled applicants at home, explaining procedural sequences and specific indigent requirements, collecting completed application forms.

**Credit Control Clerk (Post Level 8)**

**Duration: Permanent**

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

**Notice Number: 110/26**

**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. The candidate must have worked knowledge of computers and electronic data processing, and an ability to communicate effectively and verbally and in writing.

**Key Performance Area:** provide a clerical and administrative support service in respect of creditors accounts. Coordinate disconnections & Reconnection's service. Prepare a disconnection list based on the warning letters issue. Prepare monthly reconnection fees charged and submit to the supervisor. Respond to account queries and refer complex enquiries to the senior. Processing and generating reminder letters. Attend enquiries on overdue accounts

**Cashier (Post Level 10)**

**Duration: Permanent**

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

**Notice Number: 111/26**

**Requirements:** Grade 12 plus Computer Literacy (Microsoft Office). 1-year relevant working experience.

**Knowledge and Skills:** Provide routine clerical support and follow standard procedures.

**Key Performance Area:** To render efficient and accurate receipt of payments made to the municipality. Receive cash and cheque payments from the public at cashier points. Capture the relevant receipts onto cash draw system. Receipt direct payments made by consumers into the bank account to the correct account number. File all source documents that have accompanied payments. Balance all collections/payments received and reconcile the total cash and cheques, credit card payments, deposits received against the total receipts issued. Complete a bank deposit form recording the takings received of cash and receipts. Balance manual cash books daily before banking and balance receipt books if the system is not operational. Issue receipts for electricity bought. Do end of day on electricity prepaid system and issue receipt on system to ensure that all money received is accounted for on the system

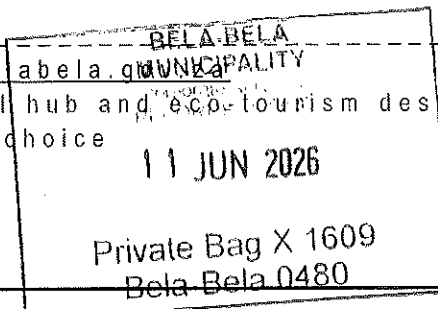
**The Municipality reserves the right not to fill the advertised position.**

Applications should be submitted on an official employment application form obtainable from the Municipal Website [www.belabela.gov.za](http://www.belabela.gov.za) or Bela-Bela Local Municipality offices and must be accompanied by a comprehensive curriculum vitae, certified copies of academic qualifications, Identity Document and Driver's License. Short-listed candidates will be required to produce original copies of qualifications and identity documents on or before the appointment.

**NB: The successful candidate will be subjected to security vetting, required to submit a disclosure of financial interest, and be expected to sign an employment contract and performance agreement.**

Correspondences will only be entered into with short-listed candidates. Applicants will be penalized for canvassing.

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

CLOSING DATE: 19 JUNE 2026 AT 16H00.



MR. RAMAGAGA T. G  
MUNICIPAL MANAGER

09/06/2026  
DATE

