

INTERNAL/EXTERNAL ADVERTISEMENT

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

OFFICE OF THE MUNICIPAL MANAGER

Divisional Manager Communications (Post Level 1)

Duration: Permanent

Salary: R 764 706.30 per annum excluding benefits

Notice No:139/26

Requirements: Grade 12 plus a Bachelor's degree/ B Tech in Media Studies/Journalism/Public Relations /Communication or equivalent; Valid Code B Driver's License. Minimum of 5 years' relevant working experience.

Knowledge and Skills: Proven experience in developing and implementing communication strategies. Strong knowledge of communication channels and best practices. Good managerial skills and excellent communication skills. Good presentation and report writing skills, Sound knowledge of the respective Communication media; Networking skills; Speech writing skills. Good knowledge of Customer Care environment with Call Centre Management.

Key Performance Area: Manage Customer Care Call Centre, conduct Customer Satisfaction Survey; Develop and implement a strategic communications plan. Manage and oversee all internal and external communications. Develop and implement key messages for the municipality. Provide strategic communication support to the Mayor and Political Principals, including the research, drafting and coordination of speeches, addresses, presentations, media statements and official messages. Manage the municipality's website and social media platforms. Develop and implement communication campaigns. Manage stakeholder relations. Provide advice and support to senior management on communication matters. Ensure compliance with relevant legislation and regulations. Manage day to day activities of the division.

IDP Officer (Post Level 04)

Duration: Permanent

Salary: R 483 204.74 per annum excluding benefits

Notice No: 147/26

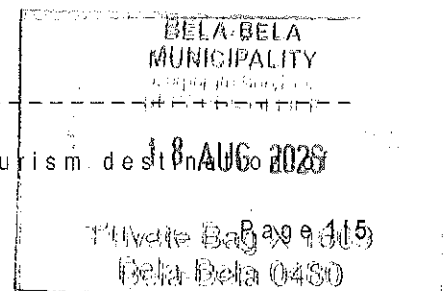
Requirements: Grade 12 plus National Diploma in Development Studies/Public Administration (Managements) or Town Planning. Must have at least 2 years relevant experience. Valid Code B Drivers Licence.

Knowledge and Skills: Must have Knowledge of the Municipal Systems Act, Municipal Structures Act, and Municipal Finance Management Act and other relevant Local Government Legislation. Computer literacy in MS Office Suite. Problem-solving skills. Research and report writing capabilities. Sound and professional interpersonal skills. Good in administration, organisational skills. Ability to function with a team and under pressure.

Key Performance Area: Coordinate the development of the Integrated Development Plan (IDP) in conjunction with the District. Update and facilitate the annual review of the IDP, the IDP Framework and the Process Plan for the Municipality. Arrange strategic work sessions to establish the long-term vision and strategy of the Municipality. Conduct secondary research on the IDP related activities, key government policies and programmes that must align with the Municipal IDP. Coordinate the implementation of the IDP of the Municipality. Coordinate public participation activities. Provide administrative support. Perform any other duties as may be delegated by Management.

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CORPORATE SERVICES DEPARTMENT

Human Resources Clerk (Post level 08)

Duration: Permanent

Salary: R 266 863.35 per annum excluding benefits

Notice Number: 128/26

Requirements: Grade 12 plus National 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

Divisional Manager Assets & Inventories (Post Level 1)

Duration: Permanent

Salary: R 764 706.30 per annum excluding benefits

Notice Number: 140/26

Requirements: Grade 12 plus a BCom degree in Accounting, Finance or equivalent qualification. Must have at least minimum of 5 years relevant experience. A valid Code B driver's license. No criminal record

Knowledge and Skills: Must have good report writing skills. Deep understanding of the Municipal Finance Management Act (MFMA), Municipal Systems Act (MSA), and standards of GRAP (General Recognised Accounting Practice) for asset valuation, impairment, and depreciation. Knowledge of infrastructure lifecycles, preventative maintenance planning, and physical condition assessments. Ability to maintain centralised, digital Fixed Asset Registers (FAR) linked to GPS coordinates and technical conditions. Strong verbal and written skills to present audit findings, draft asset management policies, and train internal teams.

Key Performance Area: Managing all aspects of the Municipality's assets, from acquisition to disposal, and ensuring that all assets are maintained to the highest standard. The candidate will be responsible for developing and implementing asset management strategies that align with the Municipality's overall objectives, and for managing the financial aspects of asset management. To provide proper controls and management systems that will ensure effective, efficient, economical, and transparent use of the Municipal assets. Safeguarding and management of Municipality's property, plant, and equipment. To set out the standards of physical management, recording and internal controls to ensure property, plant and equipment are safeguarded against inappropriate loss or utilization. To specify the process required before expenditure on property, plant and equipment occurs. Maintain a GRAP compliant FAR and account for the assets accurately. Manage maintenance of the asset register. Manage the disposal of the assets in line with legislation. Ensure that all municipality assets are sufficiently insured. Management of all the claims process for all losses suffered by the municipality. Recording of all incident reports and claims notifications. Set out a legislative framework to comply with asset management requirements, more especially requirements pertaining to the safeguarding of municipal assets. Ensuring that the general the public rights and obligations when lodging a public liability claim is well

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communicated. Set out the role and responsibilities of officials, managers, and councillors regarding insurance processes. Facilitate the procurement and the management of an insurance broker. Management of all the claims process for all losses suffered by the municipality. Recording of all incident reports and claims notifications.

Indigent Clerk (Post Level 8)

Duration: Permanent

Salary: R 266 863.35 per annum excluding benefits

Notice Number: 129/26

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 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 266 863.35 per annum excluding benefits

Notice Number: 130 /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 X 2 (Post Level 10)

Duration: Permanent

Salary: R 217 150.00 per annum excluding benefits

Notice Number: 131/26

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

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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

TECHNICAL SERVICES DEPARTMENT

Water Quality Officer (Post Level 07)

Duration: Permanent

Salary: R 303 170.53 per annum excluding benefits

Notice No: 141/26

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

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.**

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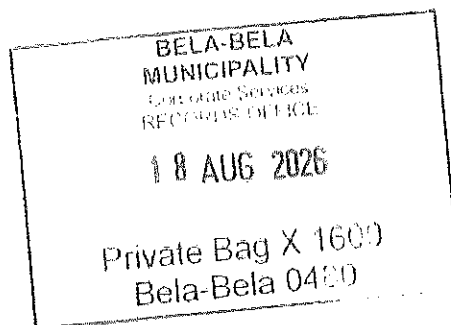
Enquiries must be directed to Mr. Maheso TE at 014 736 8000 during office hours or email at mahesot@belabela.gov.za.

CLOSING DATE: 04 SEPTEMBER 2026 AT 16H00.



MR. RAMAGAGA T. G
MUNICIPAL MANAGER

2026/08/18
DATE



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