



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 259 848.35 per annum excluding benefits
Notice No: 19/24

Requirements: Grade 12 plus 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 Operators: Water Purification X2 (Post Level 13)
Duration: Permanent
Salary: R 149 090.34 Per annum excluding benefits
Notice Number:03/2024

Requirements: Grade 10 plus NQF Level 2 qualification. A minimum of three years of relevant experience in on a water treatment plant/reservoir. Registered Class I Operator/ Process Controller with the Department of Water and Sanitation (DWS).

Knowledge and Skills: The Candidate must have the ability to read, write and calculate. The incumbent must be physically fit, in good health and willing to undergo pre-employment medical screening processes. The ability to work at heights and in confined spaces. Perform shift duties on a roster basis, work overtime when required during emergencies and work in all weather conditions.

Key Performance Area: Conducting visual inspection. Checking and recording readings. Performing chlorine residual and other tests and analyses. Collecting water samples. Using handheld tools to operate large pumps and blowers, etc. Dosing and mixing chemicals. Performing housekeeping and maintenance duties. Reporting deviations, incidents and security breaches to the Supervisor. Monitoring and carrying out chlorine drum changes to ensure chlorine supply. Controlling valves and sluice gate dam levels. Be involved with the safety programme and planned shutdowns. Manually cleaning slow sand filters.

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Process Operators: Wastewater Treatment Plant X 4 (Post Level 13)

Duration: Permanent

Salary: R 149 090.34 Per annum excluding benefits

Notice Number: 12/24

Requirements: Grade 10 plus NQF Level 2 qualification. A minimum of three years of relevant experience in Water & Wastewater Process Control. Registered Class I Operator/ Process Controller with the Department of Water and Sanitation (DWS).

Knowledge and Skills: The Candidate must have the ability to read, write and calculate. The incumbent must be physically fit, in good health and willing to undergo pre-employment medical screening processes. The ability to work at heights and in confined spaces. Perform shift duties on a roster basis, work overtime when required during emergencies and work in all weather conditions.

Key Performance Area: Assist with the operations and maintenance of the Sewer Pump Stations and working day/night shifts. Repair small pipes by using hand tools to effect operations and maintenance. Repair or facilitate the repair of pipe and pump Blockages. Attend to processing machinery and equipment in specific work areas such as inlet works, screens, pump stations, settling tank sand sludge pumps and biofilters, humus tanks, and any other areas as may be necessary. Perform any other lawful duties as may be delegated by Management.

Superintendent: Road Maintenance (Post Level 5)

Duration: Permanent

Salary: R 365 818.73 per annum excluding benefits

Notice No: 07/2024

Requirements: Grade 12 plus National Diploma in Civil Engineering or equivalent qualification. A minimum of two (2) years' experience in the field of construction and maintenance. Computer Certificate and a valid Driver's Licence.

Knowledge: Proven experience in Project Management, Technical design and Analytical skills. Computer-aided engineering applications. Knowledge of legal compliance, technical report writing. Problem solving, decision making, teamwork, creativity, customer focus, good communication skills, computer skills and people management skills.

Key Performance Area: The incumbent will be responsible for supervising the employees in the roads and maintenance unit. Planning, coordinating, and supervising the construction and maintenance of roads, buildings and other related activities, management, and control of work performed by contractors. Provide effective and efficient administration in the roads and maintenance unit. Responsible for occupational health and safety of the staff members in the unit. Compile unit monthly reports. Maintenance of the municipal roads. Ensure training of employees on road maintenance methods, techniques and materials used. Plan maintenance activities in accordance with the approved budget. Perform any other duties as may be delegated.

SOCIAL & COMMUNITY SERVICES

Examiner DLTC (Post Level 7)

Duration: Permanent

Salary: R 259 848.35 per annum excluding benefits

Notice No: 04/2024

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 leaners 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 leaner drivers and ensure that they are fully competent as required by the National Road Traffic Act.

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**CORPORATE SERVICES DEPARTMENT
Human Resources Clerk (Post level 08)**

Duration: Permanent

Salary: R 228 729 36 per annum excluding benefits

Notice Number: 05/2024

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

Re-advertisement

Divisional Manager Assets & Inventories (Post level 1)

Duration: Permanent

Salary: R 655 432.01 per annum excluding benefits

Notice Number: 22/24

Requirements: Grade 12 plus a Bachelor's Degree in Accounting/ Cost & Management Accounting or equivalent qualifications Valid Code B Driver's License. 5 years relevant working experience. No criminal record.

Knowledge and Skills: Good verbal and written communication skills. Ability to work under pressure. Sound knowledge and understanding of Local government legislation and constitutional mandate. Practical Knowledge of generally accepted accounting standards within a municipal environment. Practical knowledge of MFMA. Ability to analyse financial data and prepare financial reports, statements and projections Working knowledge of MUNSOFT System will serve as an added advantage.

Key Performance Area: Develop and review an asset management maintenance plan. Manage the status of records associated with assets. Perform Impairment and assessment of useful lives of assets in line with GRAP standards at least annually. Updating of the asset register and GL monthly. Verify that all visible and identifiable assets are barcoded and or properly marked. Monitor that general ledger & fixed assets register always balance/reconcile. Follow up on any reconciling items before month end close. Manage administration of both Assets & Inventories. Regularly liaise with the municipal insurance company and ensure that municipal assets are adequately insured. Serve as a point of contact between the municipality and the insurers.

Archives Clerk (Post Level 8)

Duration: Permanent

Salary: R 228 729.36 per annum excluding benefits

Notice Number:06/2024

Requirements: Grade 12 plus Diploma in Records Management or Financial Management. A minimum of 1-year relevant experience.

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

Key Performance Area: Filing and safekeeping of all documents of the Creditors Office. Keeping registers for all face value documents. Confirmation of services rendered before making payments. Provide documentation and proof of

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payments when needed by service providers or creditors of the municipality. Ensure that documents which will be needed for VAT returns are safely kept and available as and when needed. Engage with internal and external auditors.

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.**

Enquiries must be directed to Ms. MN Ramolobeng at 014 736 8000/8070/8084 during office hours.

Closing date: 26 APRIL 2024 AT 16H00.



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

28/03/2024
DATE

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