

## Blouberg Municipality



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**Blouberg Municipality** hereby invites suitably qualified persons to apply for the following vacant positions:  
**NB: Women and People with disabilities are encouraged to apply.**

### **Municipal Manager's Office**

**1x Manager: Performance Management Systems (PMS)**

**Basic Salary: R297 425.**

**Qualifications and Requirements: Degree or Diploma in Public Administration or appropriate relevant qualification equivalent to NQF Level 6 and certified Local government skills program certificates plus more than 2 years experience in municipal environment.**

**KPA's:** Develop and manage service delivery and budget implementation plan(SDBIP) for the municipality, Coordinate performance management programs, coordinate performance assessment for municipal employees, ensure compliance with regard to relevant legislations on PMS. Advise on compilation of performance agreements and plans of employees, coordinate and conduct workshops on performance management programs, ensure that a required information on performance management is placed on municipal website as legislation dictates, be responsible for institutional monitoring and Evaluation programs, Ensure alignment of SDBIP with IDP and develop performance management policy.

### **1x Manager: IDP**

**Immediate Supervisor: Municipal Manager**

**Basic Salary: R 297 425**

**Qualifications & Requirements:** An appropriate Bachelor Degree in development and planning or Public relations, 3 – 5 years experience in Local government and IDP environment\* Computer literate, valid driver's license.

The incumbement should be able to meet deadlines, able to design, able to work under pressure without compromising quality standard\* Knowledge of constitution, planning policy and integrated development planning\* Be analytical and strategic thinker\*excellent interpersonal skills\*Be creative and articulate\*the ability to perform under pressure.\*Excellent report writing and presentation skills.

**KPA's:** Co ordinate, monitor and evaluate implementation of IDP Legislation, policy and programme for the municipality and liaising with provincial level\*Co ordinate IDP input into demarcation process\*Co ordinate municipal IDP capacity building Programmes\*Assisting in planning the annual programme of the Municipality and budget aligning for effective utilization of all resources of sub directorate or Municipality.

### **1 x Executive Secretary**

**Immediate Supervisor: Manager: Office of the Municipal Manager**

**Basic Salary: R222 095.80**

**Qualifications & Requirements:** Grade 12 plus appropriate 2 years Secretarial services experience, Recognized Degree or Diploma in office administration/management or any other qualification equivalent to NQF level 5 plus Drivers license knowledge in ICT will be an added advantage, Computer Literacy is compulsory, Good communication skills and proper records keeping and Ability to work under pressure.

**KPA's:** Performs a variety of administrative or executive support tasks that are highly confidential and sensitive. Manage and compile requisition books for office of the Municipal Manager. Be able to handle confidential and sensitive documents of the municipal manager's office. Maintain proper record management. Receive and screen incoming correspondence and alert the Manager: MM's Office for proper dissemination; make preliminary assessment of the importance of materials and organize documents; handle some matters personally and forward appropriate material to the executive staff. Manage reception of the Municipal Manager's office. Make referrals to appropriate staff or provide requested information, make travel arrangements for Municipal Manager's office.

**1x Performance Management Intern (12 months contract)**

Qualifications: Grade 12 plus a National Diploma in Human Resource Management

Remuneration: **R2 500.00** per month

**1x Integrated Development Planning (12 months contract)**

**Remuneration: R2 500.00 per month**

Qualifications: grade 12 plus degree in Development Planning or Administration

**CORPORATE SERVICES DEPARTMENT**

**1x Manager: Communication**

**Immediate Supervisor: Director Corporate Services**

**Basic Salary: R 297 425**

**Qualifications & Requirements:** An appropriate Bachelor Degree/ National Diploma in communications or Public relations, 3 – 5 years experience in communication environment, Computer literate, valid driver's license.

The incumbents should be able to meet deadlines, able to design, able to work under pressure without compromising quality standard.

**KPA's:** Develop and provide effective communication strategy for the Municipality\* Managing all aspects of corporate communication in line with the Municipality's corporate reputation strategy and values;\*Ensure that the Municipality is appropriately exposed internally and externally\* Implementation and roll-out of an internal and external communication strategy\* Aligning communication activities with the municipal strategies and objectives\*Write media release and organise media conferences\*Organise and manage all municipal events, be able to interact with various stakeholders.

**1X Truck Driver**

**Immediate Supervisor: Transport officer**

**Basic Salary: R 101 689**

**Qualifications & Requirements:** Grade 10 /STD 8 or appropriate Secondary level education, Code 10 driver's license with PDP, two years experience in driving.

**KPA's:** Load and offload equipment, concrete, soil and sand, travel and work odd hours, Be able to assist in delivering Material and other goods instructed by the supervisor. Conducting and recording details of vehicle safety inspections and/ or informs the supervisor to activate maintenance requisitions and confirm service/ repair appointments

**1X Driver/ Messenger**

**Basic Salary: R 112 983.30**

**Qualifications and Requirements:** Grade 10 /STD 8 or appropriate Secondary level education plus Code EB driving license\*Advanced Driving Courses with accredited institutes will be an added advantage\* Relevant experience. (1-2 years driving experience) and be able to work under pressure.

**KPA's** Travel long distances, deliver equipment to various destinations within the municipal jurisdictions and outside the borders, deliver documents and be able to perform other official work instructed by the supervisor.

**2X Office Administration Interns (12 months contract)**

**Qualifications:** Diploma in Office Administration or Public management

**Remuneration: R2 500.00 per month**

**1x Records Intern (12 months contract)**

**Qualifications:** Grade 12 plus a National Diploma in Human Resource Management

**Remuneration: R2 500.00 per month**

**2x Communications Interns (12 months contract)**

**Qualifications:** Grade 12 plus a Diploma in Marketing or Communications or Public Relations

**Remuneration: R2 500 per month**

**1 x Cleaner (permanent)**

**Basic salary: R79 770.84 per annum**

**Qualifications:** Abet level 1, certificate in cleaning and hygiene will be an added advantage

**Responsibilities:** perform cleaning work in all municipal offices, board rooms and chambers including toilets and kitchen, provide refreshments during functions and interviews

## **FINANCE DEPARTMENT**

**1 x Expenditure Clerk**

**Basic Salary: R 101 689, 00**

**Qualifications & Requirements:** Certified Grade 12 with mathematics and/or Accounting as a passed subject and B.Com degree/ National Diploma in Accounting or Financial management or equivalent qualification. At least 1-2 years work related experience will be an added advantage

**Skills and competencies:** Computer literacy (MS office), Ability to interpret policies and directives\* Analytical \*Numeric skills\*Able to work accurately under pressure and independently\*Good communication (verbal and written); Problem solving, Good Interpersonal relations; Attention to details

**KPA:** Coordinates and controls sequences associated with the verification and provision of information related to expenditure, maintaining creditors account, prepares documents and reports, attending to auditors queries, maintaining financial records according to MFMA.

**1x Billing Clerk**

**Basic Salary: R 101 689, 00**

**Immediate Supervisor-Income Manager**

**Qualifications & Requirements:** Grade 12 with Accounting or Mathematics plus computer literacy, appropriate certificate in financial management will be an added advantage, applicant must be able to understand, interpret and implement municipal related legislation.

**KPA's:** Perform basics accounting and bookkeeping in income section. Prepares residential levy invoices. Sorts and files. Performs calculations. Verifies collection of receipt books. Perform other duties as assigned from time to time in line with this billing function.

**5 X Financial Management Interns ( 24 months contract)**

**Basic Salary: R90 000.00**

**Qualifications:** grade 12, Bachelor of Commerce or Diploma in Financial Management or National Diploma in Internal Auditing or Risk Management.

## **COMMUNITY SERVICES DEPARTMENT**

**6 x Traffic Officer**

**Basic salary: R 163 553.80**

**Qualifications & Requirements:** Grade 12. Traffic officer's diploma plus valid driver's license and Registered as a traffic officer (No **criminal record**).

**KPA's:** Law enforcement\* Enforcement of municipal by – laws\* Special operations, escorts and visible policing. Coordinate specific activities associated with controlling traffic flow and public safety\* Monitor the local area and acts on situations/behavior deemed to be inappropriate or non-conforming\*enforce specific by-laws, road traffic and safety

regulations\*Undertake specific activities during masters/emergency\*Complete specific reports, statutory documentation and registers.

**1x Management Rep Driving License**

**Immediate Supervisor: Chief Licensing Officer**

**Basic salary: R 222 095.80**

**Qualifications & Requirements:** Grade 12, Examiner of Drivers license Diploma. (Gr B).code EC driving license registered as such, Knowledge of **E-natis** System and registered as e-Natis user, two years experience as Examiner of driving license. **(No criminal record)**.

**KPA's:** Develop working programmes for Examiners, allocate duties to examiners, and respond to all driving license queries and compile monthly statistics, responsible for safe keeping of testing materials. Report any frudgelent activities within licensing. Managing diaries of the examiners. Conduct proper licensing record Management. Manage records to ensure compliance with the National Road Traffic Act and the National Archives Act.

**1x Superintendent Traffic Officer**

**Immediate Supervisor: Chief Traffic officer (law enforcement)**

**Basic salary: R 222 095.80**

**Qualifications & Requirements:** Grade 12, Traffic Diploma from Traffic College, computer literacy, valid B driving Licence, knowledge of the provisions of **AARTO**, three year experience as law enforcement officer, **(No Criminal Record)**.

**KPA's:** Plan the work of traffic officer's weekly, monitor traffic policies and traffic road fines prosecutions infringements, control traffic officers summons book. Offer mentoring to traffic officers; Apply provisions of the NRTA, 1996, monitor duty rooster of traffic officers, Record distances travelled, conduct road safety campaigns in consultation with Chief Traffic Officer, Liase with SAPS, Provincial Traffic Police on accidents reported. Develop and implement road safety programs and general law enforcement on the road of Blouberg.

**1 X Examiner for Motor vehicles (Grade B)**

**Immediate Supervisor: Management Rep: VTS**

**Basic Salary: R 184 219**

**Qualifications & Requirements:** Grade 12, Grade B Examiner for motor vehicles diploma, Code EC drivers Licence. Applicant Must have Interpretative skills and understanding of legislation applicable to the function, ability to work under pressure, **( No criminal Record)**.

**KPA's:** Examine motor vehicles for road worthiness, Responsible for enforcement of SABS codes and policies , verifying engine and chasses numbers and ensure SABS Clearance, Authorizing the issue of road worthy Certificates. Execute reasonable and lawful instructions delegated by supervisor.

**1 X Examiner for Driving Licences (Grade B)**

**Immediate Supervisor: Management Rep: Driving Lincences**

**Basic Salary: R 184 219**

**Qualifications & Requirements:** Grade 12, Grade B Examiner for Driving Licence diploma, Code EC drivers Licence. Applicant must have Interpretative skills and understanding of legislation applicable to the function, ability to work under pressure, **( No criminal Record)**.

**KPA's:** Examine Applicants for Learners licences, Driving Licences in line with K53 Manual Conduct Eye test, Renewal for PRDP's, Execute reasonable and lawful instructions delegated by supervisor.

**TECHNICAL SERVICES DEPARTMENT**

**1x General Worker**

**Basic Salary: R79 770.84**

**Qualification:** Abet Literacy, be able to write and read. Physically fit to perform duties, to be able to carry heavy bags. Be able to work under unclean conditions.

**Responsibilities:** perform general work within the operations and maintenance unit

**3 X Electrical Interns (12 months contract)**

**Basic salary: R2500.00 per month**

**Qualifications:** Grade 12 plus Diploma in Electrical Engineering, valid code EC drivers license

**ECONOMIC DEVELOPMENT AND PLANNING**

**1x Local Economic Development Intern (12 months contract)**

**Basic Salary: R2500.00 per month**

**Qualifications:** Grade 12 plus Diploma in Tourism or Bachelor of Commerce in Economics

**NB: Blouberg Municipality is an equal opportunity and affirmative action employer  
Committed to the implementation of Employment Equity Act and other Labour Laws**

All applicants should list names, occupants and contact details of at least three non relative individuals who may attest to their abilities. Shortlisted applicants may be screened for criminal records, qualification verification and /or any pending criminal cases. Council reserves the right not to make any appointment and transfer employees between its head office at Senwabarwana and Satellite Offices (currently at Alldays Eldorado; Tolwe, Senwabarwana and Raweshi) from time to time due to operational reasons.

**Closing date: 25<sup>th</sup> July 2014, 12h00.** E-mailed or faxed applications will not be considered

Interested persons must forward their application letters accompanied by a detailed CV and certified copies of qualification, I.D and driver's License, to the Human Resource Manager, Blouberg Municipality P.O Box 1593 Senwabarwana 0790: Enquiries: **Mr. Setjie K.T (015505 7100/22)**

**Should you not hear from us within six weeks of the closing date kindly accept that your application has been unsuccessful.**

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Kgoale TMP  
Municipal Manager

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Date