



# VACANCIES

BLOUBERG MUNICIPALITY hereby invites suitably qualified persons to apply for the following vacant positions:

## CORPORATE SERVICES DEPARTMENT

### 1x Health and Safety Officer

**Basic salary: R 223,814.06**

**Qualifications:** Grade 12, computer literate \*Degree/ Diploma in Environmental Health and Safety or HRM/ Public Administration with industrial psychology as a major subject. **Requirements:** Relevant generalist experience in Health and safety, Understanding of Health and Safety Act and COIDA Act and its regulations, Understanding safety management System or equivalent will be added as an advantage (2-3 years). **KPA's:** To ensure a safe Health Workplace and minimize the impact of the work on the environment and assist Municipal Employees on safety issues, implement the requirements of the Occupational Health and Safety Act on by project Implementation, Implementation of all requirements under the Compensation for injuries and disease Act.

## 1X HUMAN RESOURCES OFFICER

**Basic salary: R 223,814.06**

**Qualifications and Requirements:** Grade 12 ,computer literate, Diploma / National Diploma in Human Resources Management and /or relevant tertiary qualification as well as experience in HR matters will serve as an advantage. **KPA's:** Facilitating staff recruitment, selection and appointment in line with applicable legislation and municipal policies, developing, reviewing and monitoring implementation of HR Policies\* Advising and informing employees across the departments on personnel policies, procedures, benefits and related matters\* Facilitating job designing and alignment of organizational structure to the IDP\*making available verified information to facilitate the compilation of statutory reports for submission to official regulatory bodies and designing or drafting employment contract.

## OFFICE OF THE MUNICIPAL MANAGER

### 1x Special Focus Officer (Youth programmes)

**Basic salary: R223 8147.06**

**Qualifications and Requirements:** Grade 12, computer literate\* Tertiary qualification in social sciences or youth development/ relevant qualification\* Two years' experience in youth activities will be an added advantage and driver's license. **KPA's:** Assess the program requirements of youth in the community, communicate with youth to determine their needs and interests, Research funding resources and project requirements\*Access funding and prepare funding proposals \*Ensure program information is available. Develop youth organizations and encourage existing organizations to include youth. Identify areas where new programs are needed and ensure that their inspiration and interests are high on the developmental agenda of the Municipality.

## TECHNICAL DEPARTMENT

### 1x Grader Operator

**Basic Salary: R102, 475.70**

**Salary Requirements:** Standard 8/ Grade 10. Minimum of 1 year experience in driving. Grader operation experience will be an added advantage. Valid code C1 driver's license plus PDP. **Key Performance Areas:** Blading for all municipal roads maintenance according to schedule plan. Clean the earth moving vehicle. Liaise with community representatives during road maintenance and operation.

## COMMUNITY SERVICES

### 2 X Examiner for Driving Licences (Grade B)

#### Immediate Supervisor: Management Rep: Driving Licences

**Basic Salary: R 185,644.26**

**Qualifications & Requirements:** Grade 12, Grade B Examiner for Driving License 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 licenses, Driving Licences in line with K53 Manual Conduct Eye test, Renewal for PRDP's, Execute reasonable and lawful instructions delegated by supervisor.

**NB: Blouberg Municipality is an equal opportunity and affirmative action employer committed to the implementation of Employment Equity Act and other Labour Laws. Closing date is 10 April 2015.** E- mailed or faxed applications will not be considered.

NB. 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 and Senwabarwana) from time to time due to operational reasons. Interested persons must forward their application letters accompanied by a detailed CV and certified copies of qualification and I.D to The Human Resource Manager, Blouberg Municipality, P.O Box 1593 Senwabarwana 0790: Enquiries: **Ms. Netshimbupfe MP 015 505 7100/24.**

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

**KGOALE TMP - MUNICIPAL MANAGER**