

## Blouberg Municipality



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### ADVERTISEMENT

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

#### **DEPARTMENT OF COMMUNITY SERVICES**

##### **1 X Chief Licensing officer**

**Basic salary: R244, 218.35**

**Qualifications:** Grade 12 plus Examiner of vehicles diploma and Examiner for driving license plus relevant experience\* Codes EC Driver's license\* Must be registered with the Department of Transport\*Computer literacy\*Knowledge of National Traffic Information System (e-NATIS): \* Licensing Management

**Responsibilities : KPA's:** Plans; manages and reports on activities and procedures associated with supervision and monitoring of personnel, services and general conditions of the Licensing Division\* Develops Divisional vision and strategy and ensure implementation to provide effective service delivery\* Coordinates the development and maintenance of systems, policies, procedures and processes\* Monitors utilization and maintenance of machinery and vehicles \*Management of the Licensing Division according to legislation \* Monitors the calculation of statistics of services provided\* Assists the Director and the Budget and Treasury Department with compilation of annual budget for the Division\* Manages and controls the utilization of funds \* Plan and implement Municipality's cash security services.

##### **1x DRIVER (Alldays : Satellite Office)**

**Basic Salary: R92,771.63**

**Requirements:** Matric and or complete literacy, drivers license. Must be able to drive on all public roads. Public License shall be an added advantage.

**Responsibilities:** Driving municipal councilors and officials to different destinations across the country and must thus be prepared to work odd hours.

#### **DEPARTMENT OF BUDGET & TREASURY**

##### **1 X PROCUREMENT CLERK**

**Basic salary: R83,497.74**

**Qualifications:** Grade 12 Certificate and relevant tertiary qualification with mathematics and or accounting.

**Requirements:** Relevant clerical/ office administration experience.

**Responsibilities :** Performs clerical information processing tasks/ activities associated with the update and maintenance of Supply Chain Management Records and Registers; perform procurement of services in line with the Procurement Policy and applicable legislation; and attends to general office duties as will be assigned from time to time by the supervisor.

**2x FINANCIAL MANAGEMENT INTERNSHIP**

**ANNUAL STIPEND: R90 000**

**REQUIREMENTS:** Grade 12 plus relevant post Grade 12 qualifications.

**KPA's:** The incumbent will be placed at various positions within the Budget & Treasury Department and perform duties to be assigned from time to time.

**DEPARTMENT OF CORPORATE SERVICES**

**1X MANAGER : AUXILIARY SERVICES**

**Basic Salary – R244,218.35**

**Requirements :** Matric plus relevant tertiary qualification and or extensive managerial experience

**Responsibilities :** Plans; manages and reports on activities and procedures associated with supervision and monitoring of personnel, services and general conditions of the Auxiliary Services Division which includes management of the following Units :Customer Care; Records and Registry; municipal Fleet; and facilities maintenance \* Develops Divisional vision and strategy and ensure implementation to provide effective service delivery\* Coordinates the development and maintenance of systems, policies, procedures and processes\* \*Management of the Auxiliary Services Division according to legislation \* Monitors the calculation of statistics of services provided\* Assists the Director and the Budget and Treasury Department with compilation of annual budget for the Division\* Manages and controls the utilization of funds \*

**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 24 February 2012.** E-mailed or faxed applications will not be considered.

NB. All applicants should list names, occupations 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 to 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 qualifications and ID to: The Human Resource Manager, Blouberg Municipality PO Box 1593 Senwabarwana 0790. Enquiries: **Ms Netshimbupfe MP** (015 505 7100)

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

**Machovani KE**  
**Acting Municipal Manager**

**Date: 10 February 2012**