



Blouberg Municipality

P.O. Box 1593

SENWABARWANA 0790

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

ECONOMIC DEVELOPMENT AND PLANNING:

1 X Manager: Spatial Planning

Basic salary: R410 043.28

Qualifications & Requirements: B.Sc Degree in Town & Regional Planning, Registration with a relevant professional body, Code C1 Driver's Licence.

Experience: 5 Years' relevant experience of which 3 years must be at supervisory level
KPA's: Manages the key performance areas and result indicators associated with the Infra-structure needs through the monitoring and implementation of laid down policies, by-laws and procedures guiding town planning and land use. Disseminates functional and operational information on the immediate, short and long-term objectives and current developments, problems and constraints. Plans and manages the key performance areas and result indicators for the Planning & Land Use Section (Town & Regional Planning, etc) associated with the planning, building of physically, socially and economically sustainable communities through spatial planning and development framework, service standards and acquisitions, management of strategic municipal property town planning; formulation of contracts and project plans for approval and execution, and application of policies and procedures for effective community services and delivery; in order to ensure priorities identified in the Integrated Development Plan are afforded adequate attention.

TECHNICAL SERVICES:

2 X Grader Operators

Basic salary: R133 517.08

Qualifications & Requirements: Grade 10 certificate, Code 14 Driver's licence, Certificate for Operating Grader/Heavy plant vehicles

Experience: 3 years' relevant experience

KPA's: Perform construction and maintenance of roads: Blading roads to enhance riding quality, Spreading road material and cutting final levels, Reporting defects on the machinery to Supervisor, Assisting with installation of road signs and culverts, Assisting with construction of gabions and drifts, Ensuring that protective clothing is used when performing duties to comply with Health and Safety Policy. An incumbent shall perform land sliding tasks by grading, using a front end loader, Using a back actor, using trucks (5 tons or more), and ensuring that the landslide is cleared as quickly as possible.

3 X Assistant Electrical Artisans

Basic salary: R172 980.54

Qualifications & Requirements: N6 Electrical Engineering, Trade test, Code C1 Driver's Licence

Experience: 18 Months' working experience

KPA's: Co-ordinates activities associated with the construction and installations of medium/ low voltage electrical networks, Conduct electrical inspection and communication with the control room all live conductors are disconnected in premises housing switchgear and transformers prior to permitting support personnel to enter and commence with maintenance activities in such premises. Co-ordinates activities/ sequences associated with troubleshooting/ fault - finding and repairing to medium/ low voltage reticulation and electrical systems.

2 X TLB Operators

Basic salary: R133 517.08

Qualifications & Requirements: Grade 10 certificate, Code 14 Driver's licence, Certificate for Operating TLB/Heavy plant vehicles

KPA's: Operating Heavy plant vehicle (TLB) as well as excavator, dig and remove rocks and soil. Perform construction and maintenance of road.

4 X Departmental Secretaries

(Corporate Services, Community Services, Technical Services, Finance)

Basic salary: R172 980.54

Qualifications & Requirements: Grade 12, Administrative/Secretarial Diploma and Computer Literacy.

Experience: 1 year relevant experience

KPA's: An incumbent shall work as departmental secretary, managing Director's diary, attending incoming telephone calls and faxes, taking minutes of departmental meetings and relevant

portfolio committee meetings, typing all departmental documents, make travel arrangements and bookings for the Director and departmental employees.

MUNICIPAL MANAGER'S OFFICE:

1X Manager: Legal Services

Basic salary: R 410 043.28

Qualifications & Requirements: LL.B Degree, Computer Literacy – Office applications, Admission to Bar or Side Bar as an Attorney or Advocate, Valid Driver's licence

Experience: 5 years' relevant experience of which 3 years must be at supervisory level
KPA's: Manages key processes, procedural and legal applications. Drafting by-laws through the application and knowledge of the law i.e. Constitution, Human Rights, relevant Legislation, and applicable Council Policy to ensure that proposed by-laws are not *ultra vires*, unreasonable, vague or invalid. Manages the flow of legal communication/ advice from/ to the organisation, media and broader communities. Align and implements key legal requirements with respect to upholding the image and/ or maintaining positive perceptions of the municipality.

FINANCE:

1 x BANK RECONCILIATION OFFICER

Basic Salary: R 291 616.60

Qualifications & Requirements: Grade 12 plus National Diploma in Accounting/Cost Management, 3 Years' experience in finance

Key Competency: Knowledge of Local Government Accounting and Standards. Sound Public Finance Management knowledge (PFMA, GAAP, GRAP, Treasury Regulations).

KPA's: Coordinates and controls the planning and reporting of the budget and treasury functions *Analysing and aligning operating capacity and capabilities of the Section to deliver against specific key performance areas*Studying capital and operating expenditure trends and forecasts received from Sections and preparing estimates with due consideration to internal and external funding requirements and limitations*Preparing and presenting reports detailing the status of the functionality and special projects undertaken/ in progress for current and short-term interventions*Scrutinising supporting documentation and financial sequences against transactional recordings and seeking investigational reports from accounting processing functions on anomalies to accounts/transactions and payment due/ made*Researching and interpreting management reports and compliance requirements*Analysing accounting records/ entries of transactional sequences and approving the processing of adjustments through journal entries, reconciliation and posting to general ledger accounts*Monitoring transactional sequences associated with expenditure for capital and special projects/ programmes and approving transactional financial reports on projects prior to release for Management perusal and comment*Controlling the updating and recording sequences of transactions in the suspense account of the main ledger.

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

Closing date is 31 January 2019. 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: Mr. Mashilo Ngoepe 015 505 7122**

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

**MUNICIPAL MANAGER
MACHABA MJ**