



1X PERFORMANCE MANAGEMENT SYSTEM (PMS) MANAGER

Salary Level:3

Basic Salary: R 383218.02

Qualifications and Requirements: An appropriate diploma/degree (NQF Level 6) or an equivalent qualification in the field of social sciences, public administration or law

Duties: Provides a professional consulting/ advisory service at a localized level with respect to the implementation of an effective Performance Management System capable of objectively and accurately establishing and measuring accomplishments and outcomes against key performance areas and indicators enabling municipalities to align or adjust forward plans and execute agreed action plans that adequately address immediate, shorter and longer term service delivery priorities *Participating in the determination of functional objectives with due consideration given to the organisational vision and mission and goals encompassed in Integrated Developmental Plans *Analysing information pertaining to functional responsibilities and role boundaries elicited through interviews and establishing and advising on Key Performance Areas, Indicators and Action Plans

*Monitoring consultants advising on implementation and assessing compliance with standards and procedures to support synergy between application and understanding. Applies methods and standards to determine specific requirements continuously and dimensions of Performance Management, by applying statistical tools and approaches to interrogate and classify information pertaining to structures, functions and/ or to guide decisions pertaining to the selection of a model for basing measurements on.

*Examining the applicability, appropriateness and adequacy of measures and/ or formulating recommendations to support changes to standards and/ or quantitative weightings *Coordinating and conducting climate surveys to support and create usable relationships in respect of setting and determining relevant performance parameters and dimensions. Monitoring compliance with respect to the adopted reporting structure *Collating and preparing reports outlining accomplishment of targets and standards and/ or commenting on specific deviations from agreed outcomes *Maintaining the Performance Management record keeping system, updating files with correspondence and instructional documentation and, ceasing relevant information or retrieving records to facilitate audits. Provides information and/ or reports on the status and outcomes internally/ externally, by presenting information on the Performance Management System capabilities, measures and outcomes *Explaining qualitative and quantitative outcomes, elaborating on reasoning and/ or the need for alignment with respect to specific objectives and measures. *Conducting Workshops to facilitate understanding of the system and its application in defining and measuring organisational goals and accomplishment.

1 x MANAGER: RAWESHI SATELLITE OFFICE

Salary Level 3

Basic salary: R383 218.02 pa

Qualifications: An appropriate diploma (NQF level 6) or an equivalent qualification in the field of social sciences, public administration or law. Good communication skills. Office administration. Ability to meet deadlines and perform under pressure and work odd hours. Energetic and able to initiate action.

Responsibilities: To perform functions, exercise powers and discharge duties on behalf of the Municipal Manager as delegated by the Municipal Manager; To control, coordinate and manage the office of the Municipal Manager; To render support to the Municipal Manager; To liaise and interact with the Office of the Mayor, Senior Managers; Officials and councillors.

1 x BUILDING CONTROL OFFICER

Salary Level 3

Basic salary: R383 218.02 pa

Requirements: National Diploma in built environment or equivalent qualification. Three years working experience on supervisory/management level preferably in the same field. Knowledge of National Building Regulation and relevant legislations and Project Management would be an added advantage. Computer literacy, communication skills, interpersonal skills and a valid code B driver's licence.

KPA's Inter alia: Providing clients, architects, engineers and contractors with advice on the building regulations during the design and development of a building project. Giving advice regarding the information that needs to be submitted as part of an application. Checking and commenting on proposals for compliance with the building regulations. Inspecting work at key stages as it progresses. Keeping records of project progress. Issuing a final certificate. Assessing damaged buildings and approving demolition.

1 x ADMIN OFFICER: TOLWE SATELLITE OFFICE

Salary Level: 4

Basic Salary: R272 533.26

Requirements: An appropriate diploma (NQF level 6) or an equivalent qualification in the field of social sciences, public administration or law. Good communication skills. Office administration. Ability to meet deadlines and perform under pressure and work odd hours. Energetic and able to initiate action.

Responsibilities: Assist Satellite office manager with overall management of the Satellite Office; by preparing monthly reports, supervising satellite office staff; and efficient utilising of the satellite office budget. Attending to communities' queries. Attending community meetings.

POSITION: 5 X CASHIERS

Station: 2 x Senwabarwana Main office,

2 x Traffic Station, 1 x Alldays Satellite Office

Basic Salary: R 109 693.15

Requirements: Grade 12 plus an appropriate skill in financial management, accounting or equivalent. Knowledge of Venus Financial System will be an added advantage, the candidate must be able to understand calculations, able to write and print reports.

Duties: Receiving and recording payments, handling account enquiries, ensuring accurate data recording and updating clients account.

POSITION: 1x BUDGET CLERK

Immediate Supervisor: Budget Officer

Basic Salary: R109 693.15 pa

Qualifications & Requirements: Grade 12 with Mathematics and Accounting as passed subjects 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.

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

3 x ASSISTANT ELECTRICAL ARTISANS

Basic Salary: 109 693.15

Qualifications: Must have a minimum N3 qualification in electrical engineering or higher. At least 6 months experience in the field of electricity.

Responsibilities: Help electricians by performing duties requiring less skill. Including using, supplying or holding materials or tools, and cleaning work area

and equipment. Measure, cut, and bend wire and conduit, using measuring instruments and hand tools. Measure materials or objects for installation or assembly.

1 x DATA CAPTURER

Basic Salary: R109 693.15

Qualification: Grade 12 plus computer literacy in MS word (Word. Excel and Power Point). Minimum two years' experience in data capturing. Experience in capturing Municipal Infrastructure Grant (MIG) and/ or EPWP projects will be an added advantage.

Knowledge, skills and attributes: The incumbent must be analytical, be able to pay attention to detail, be able to work independently as part of a team, be able to work under a highly pressurized and deadline driven environment, must have good communication skills and good interpersonal skills.

Responsibilities: The incumbent will be responsible for the maintenance of a database of PMU information by capturing data, Registration of MIG, MIS, Capturing of EPWP reports and to provide reports as and when required.

7 x GENERAL WORKERS

1 x Harriswitch, 1x Inveraan, 1 x Langlaagte, 1 x Alldays Satellite Office, 1 x Tourism Centre, 1 x Traffic Station and 1x Main Office (Senwabarwana). Salary R 97 036.24

Qualifications: Grade 10 or equivalent, must be able to read or write, knowledge of garden or office cleaning or building maintenance will be an added advantage; minimum of 01 year experience in cleaning and/or maintenance environment.

Knowledge: Skills and personal attributes: Good listening and communication skills, ability to follow instructions and work well independently as well as in teams.

Responsibilities: Cleaning of office building, rest rooms and surrounding areas to ensure neatness at all times, Eradicate weeds and unwanted plants and attend to ad hoc maintenance activities in offices.

IMPORTANT INFORMATION FOR APPLICANTS TO TAKE NOTE OF:

Forward your applications to: The Municipal Manager; Blouberg Municipality, P.O. Box 1593 Senwabarwana 0790 or deliver to 2nd Building Mogwadi-Senwabarwana Road, Senwabarwana.

All application forms must be submitted on an official prescribed form of Blouberg Municipality (**note that the form is meant for senior management positions only. For other positions, one should send an application letter plus a CV with certified copies of required documents**). The form for senior management positions is downloadable on the Municipal website www.blouberg.gov.za or physically obtained from municipal offices, a comprehensive CV and originally certified copies of; identity document, valid driver's license and qualifications.

Applications without the above mentioned form and emailed or faxed will not be considered, further that all applicants should list names, occupants and contact details of at least three non-relative individuals who may attest to their abilities. Council reserves the right to / not to make any appointments and transfer employees between its head office at Senwabarwana and Satellite Offices (currently at Alldays Eldorado; Tolwe, Raweshi, Inveraan and Senwabarwana) from time to time due to operational reasons. If no response is received from Blouberg Municipality within 60 days after the closing date, regard your application as unsuccessful. Correspondence regarding the advertised position will be limited to successful candidates only.

Further enquiries may be directed to HRM Officer: Mr. Mashilo Ngoepe on 015 505 7122.

Closing date: Thursday, 20 December 2017 at 16:30.