



BLOUBERG MUNICIPALITY

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VACANCIES

BLOUBERG MUNICIPALITY HEREBY INVITES SUITABLY QUALIFIED PERSONS TO APPLY FOR THE FOLLOWING VACANT POSITIONS:

DEPARTMENT OF MUNICIPAL MANAGER

1X EXECUTIVE SECRETARY

Basic salary: R182,364.86

Requirements : Grade 12* Relevant tertiary qualifications plus valid drivers' license* computer literacy (Ms Word, excel, Dictaphone, e-mail) Good communication and interpersonal skills* Telephone etiquette* Fluent in Sepedi; English and Afrikaans* Must maintain confidentiality. Must be able to work under pressure and awkward times.

Duties: Performs a variety of administrative or executive support tasks that are highly confidential and sensitive. Coordinate Office Management activities for the Office of the Municipal Manager. Researches, compiles, assimilate, and prepares confidential and sensitive documents, and brief the Municipal Manager and senior managers in the Municipal Manager's Department regarding the content. Reads and screens incoming correspondence and reports; make preliminary assessment of the importance of materials and organizes documents; handle some matters personally and forwards appropriate materials to the executive staff. Receives and screens incoming calls and visitors, determines which are priority matters, and alerts the Manager accordingly. Make referrals to appropriate staff or provide requested information.

DEPARTMENT OF TECHNICAL SERVICES

1 X DIESEL MECHANIC

Basic Salary: R 182,364.86

Qualifications: N3 OF Motor/Diesel mechanic with Trade Tested, Code EC 1 driving license.

Requirements: Relevant experience as a Mechanic in diesel and petrol driven motors.

KPA's: Repairs and maintains diesel engines used to power machines trucks, motor vehicles; electric generators, and construction machinery, using hand tools, precision measuring instruments, and machine tools: Diagnoses trouble, disassembles engines, and examines parts for defects and excessive wear. Reconditions and replaces parts, such as pistons, bearings, gears, valves, and bushings, using engine lathes, boring machines, hand tools, and precision measuring instruments. May weld and cut parts, using arc-welding and flame cutting equipment.

DEPARTMENT OF CORPORATE SERVICES

1 X DEPARTMENTAL CLERK

Basic Salary: R83,497.74

Qualifications: Grade 12 plus computer literacy*Administration Diploma/ National Certificate or Office Management will be an added value

KPA's: Provides support to the Director Corporate services in respect of specific administrative/ clerical tasks associated within the Department/section / branch / division*Recording discussions and typing the minutes of departmental and/ or corporate meetings and forwarding to specific personnel for verification*Processes and updates information related to activities associated with all units in the department, by receiving and verifying information recorded on requisitions from corporate service department*Checking and verifying the accuracy of data.*Attends to queries/ complaints associated with the department, etc, by establishing the nature and/ or urgency of the query/ complaint* Attends to specific administrative activities associated record-keeping and query resolution*Controlling records pertaining to the ordering, receiving and issuing of stationery and associated office consumable to personnel *Collating information and statistics of time worked in excess of normal hours * Receiving queries on personnel administrative matters from the Department and communicating/ referring to Director Corporate Services and all managers in the Corporate services department for attention and feedback.

DEPARTMENT COMMUNITY SERVICES

1 X MANAGEMENT REPRESENTATIVE

Basic salary: R 182 364.86

Qualifications: Grade 12, Examiner of Drivers licences Diploma (Gr.A). Examiner of Motor Vehicle Diploma (Gr.A). Knowledge of eNattis system and registered as eNatis officer Code. relevant appropriate experience.

KPA's: control the provision of administrative licensing services through the implementation of legislation, policies, procedures and systems. Ensure compliance to relevant licensing legislations and guidelines and management of critical interventions and applications. Provide strategic legal and statutory advice and support with respect to specific licensing functional areas to council. Control the operational dimensions and outcomes ensuring that licensing priorities are adequately addressed and attended to. Ensure that all key functional areas are aligned towards sustaining and improving the efficiencies of licensing department. Manage the budget of the licensing unit. Effective management of all licensing and testing centres. Manage records to ensure compliance with the National Road Traffic Act and the National Archives Act. Oversee management and security of the licensing and registering authorities in the municipality. Enforce adherence to work-flow processes and deadlines. Coordinates all administrative and operational functions of the section

INTERNSHIP PROGRAMME (12 MONTHS CONTRACT)

Monthly stipend: R2 500

REQUIREMENTS: Grade 12 plus relevant post matric qualification

KPA's: The incumbent will be placed at various positions within the relevant Department.

2 x Records

1 x Communication

1 x Human Resources

1 x Secretariat

1 x Receptionist

3 x Electricians

1 x Parks and Cemeteries

1 x Waste Management

1 x Disaster Management

DEPARTMENT OF MUNICIPAL MANAGER

Manager: Council Support

R 244,218.35

Minimum requirements: Relevant Degree or Diploma* Proven understanding of the socio-political environment*Understanding of Local Government legislation *Understanding of CBOs, NGOs and organisations in general *Proven ability to formulate policy, manage service delivery and run a political office*Proficiency in the interpretation of Local Government legislation*Good planning, budgeting, communication and interpersonal skills*Excellent report and speech writing skills *Computer literacy.

Key responsibilities:Advise and support the Speaker and the Chief Whip on administrative and strategic decisions; *Assist and support the Speaker and the Chief Whip in executing the legislative responsibilities and any other duties and powers delegated by Council; *Ensure delivery of all key projects allocated to the Speaker and the Chief Whip; *Plan and coordinate the Council's annual report; *Liaise with the Manager in the Office of the Mayor to ensure integration of activities between the Offices for improved service delivery to the community; *Deal with high-level correspondence in liaison with the Admin Officers in the Office of the Speaker and Chief Whip; *Ensure that all documentation arising out of Council meetings, reports are attended to and Council resolutions are implemented; *Be responsible for event management in the Office of the Speaker in liaison with the Secretariat; *Oversee preparation of logistics and administration for events, workshops and conferences; *Write reports; speeches and presentations for the Speaker and the Chief Whip

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 08 August 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. Recommended candidates will 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.

ALL SUCCESFULL CANDIDATES WILL BE SUBJECTED TO SECURITY CLEARANCE

Kgoale TMP
Municipal Manager

Date