

Blouberg Municipality



P.O. Box 1593
SENWABARWANA 0790
Tel: No: 015 505 7100
Fax: No: 015 505 0568/ 0296
E-mail: recruitment@blouberg.gov.za

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

TECHNICAL SERVICES

4 X Plant Operators

Post level T7 of Grade 3

Basic salary: R164 841.77

Qualifications & Requirements: Minimum Grade 10 certificate, valid drivers license, Certificate for operating Heavy plant vehicles. The person must be in a position to operate at least one of the machineries.

Experience: at least 1 year 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*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

4 X Electrical Artisans

Post level T9 of Grade 3

Basic salary: R216 294.05

Qualifications & Requirements: Minimum N6 Electrical Engineering, Trade test, Valid Drivers License

Experience: 12 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 trouble shooting/ fault finding and repairing to medium/ low voltage reticulation and electrical systems

1 X Supervisor: Roads & Stormwater

Post level T10 of Grade 3

Basic salary: R246 718.97

Qualifications & Requirements: Grade 12, Certificate in Road Construction/Civil Engineering, Trade test, valid Drivers License

Experience: 1 Year relevant working experience

KPA's: Coordinates tasks/ activities associated with the monitoring and reporting of the progress and execution of specific road and storm-water repair and maintenance works and/ or, attending to the transportation of material/ equipment and personnel to/ from work sites, operations of heavy and/ or specialized vehicles and, general concrete work at sites

COMMUNITY SERVICES

3 x Traffic Officers

Post level T10 of Grade 3

Basic salary: R229 812.40

Qualifications: Diploma in National Traffic Management , A valid drivers licenses plus 1 year relevant experience.

KPAs: General enforcement of traffic laws as well as municipal by-laws

CORPORATE SERVICES

4 X Departmental Secretaries (Corporate Services, Technical Services, Finance, Community Services)

Post level T7 of Grade 3

Basic salary: R164 841.77

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

4X Admin Clerks:

Post level T7 of Grade 3

Basic salary: R164 841.77

Qualification: National Certificate in Public Administration/HR plus 1 year office admin experience

KPAs: Provide admin and clerical support, Maintains the office's correspondence/ information and recordkeeping system, Write memorandums to delegations, officials, business sector; community leaders) to confirm arrangements and programmes.

Assist in scheduling, confirming and updating the diaries and indicating priority/urgent meetings which must be attended, Coordinate the diaries, appointments and activities. .Arranging all travelling, booking and accommodation arrangements.

5 X General workers

Post level T3 of Grade 3

Basic salary: R99 474.20

Qualifications & Requirements: Grade 7 or Abet level 3.

Experience: 1 year relevant experience

KPA's: Performs labouring tasks/ activities associated with providing support with general building maintenance, including masonry, Cleaning, carpentry and painting functions, under the supervision and instruction of the Supervisor.

INTERNSHIPS

3x Admin Interns: Qualifications: Grade 12, National Diploma/B Degree in Public Admin/Man or Marketing

1x HR Intern: Qualifications: Grade 12, National Diploma/B Degree in HRM/Labour Relations/HRD

2x Information Technology: Qualifications: Grade 12, National Diploma in Information Technology

1x LED: Qualifications: Grade 12, National Diploma/B Degree in Economics/Tourism/Public Management

Basic: R42 0000 per annum

Duration: 12 months

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 14 April 2021. 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 at recruitment@blouberg.gov.za. ***or hand delivery at the main office in Senwabarwana or satellite offices.***

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.

**MACHABA JUNIAS
MUNICIPAL MANAGER**