

Blouberg Municipality



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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: Planning and Land Use

Post level T16 of Grade 3

Basic salary: R503 156.06

Qualifications & Requirements: B.Sc Degree/National Diploma in Town & Regional Planning, Registration with a relevant professional body, Driving License.

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 Infrastructure 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.

MUNICIPAL MANAGER'S OFFICE

1x Chief Risk Officer

Post level T16 of Grade 3

Basic Salary: R503 156.06

Qualifications: Bcom Degree in Risk Management/Auditing, Code EB Drivers license, registration with a professional body

Experience: 5 Years relevant experience of which 3 years must be at supervisory level

KPA's: Manage the key performance areas and result indicators associated with the Risk Management functionality by implementing risk management policies and procedures, Developing, maintaining and implementing risk management through the risk management policy, framework, policy statements, risk plan and risk policy. Facilitating risk identification and assessments to develop and ensure the implementation of risk management processes. Managing education and awareness campaigns on risk management to promote a risk management culture and capacity on risk management

TECHNICAL SERVICES

4 X Plant Operators

Post level T7 of Grade 3

Basic salary: R164 841.77

Qualifications & Requirements: Grade 10 certificate, Code 14 Drivers license, Certificate for operating Heavy plant vehicles

Experience: 3 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

3 X Assistant Electrical Artisans

Post level T3 of Grade 3

Basic salary: R99 474.20

Qualifications & Requirements: N3 Electrical Engineering, Trade test, Code C1 Drivers License

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

1 X Supervisor Roads & Maintenance

Post level T10 of Grade 3

Basic salary: R246 718.97

Qualifications & Requirements: National Diploma in Civil Engineering, Trade test, Code C1 Drivers License

Experience: 2 years relevant experience

KPA's: Providing guidelines/ guidance to personnel on the application of procedures. 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, Design the undertaking of building and general concrete work at sites.

4 X Departmental Secretaries

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

4 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.

CORPORATE SERVICES

1X HR Clerk

Post level T7 of Grade 3

Basic salary: R164 841.77

Qualification: National Certificate in HR, Plus 1 year relevant experience

KPA's: Perform HR administration duties* Filing of personnel documents* capturing of leaves and applications, receiving and capturing of data*perform secretariat duties*drafting of letters and memos.

1X Satellite Manager: Langlaagte

Post level T14 of Grade 3

Basic salary: R378 538.28

Qualification: B degree in Public Administration or equivalent, Code C1 Drivers license

Experience: 5 years experience of which 3 years must be at supervisory level

KPA's: Managing the satellite office's administrative and operational systems against municipal requirements and best practices to support accountable service delivery e.g. revenue and debt collection, safeguarding of municipal assets, management of public amenities, refuse removal, law enforcement, auxiliary services, etc.Consolidating the income and expenditure estimates for specific functions, preparing the draft budget and, monitoring financial budget with a view to correcting and/ or reviewing applications and processes.

COUNCIL SUPPORT

1X Admin Clerk: Office of Chief Whip

Post level T6 of Grade 3

Basic salary: R142 242.47

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

KPA's: Provide admin and clerical support to office of the Chiefwhip, 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 diary of the Chiefwhip and reminding the Chiefwhip of the appointments and activities.Arranging all travelling, booking and accommodation arrangements

1X Admin Clerk: Office of Speaker

Post level T6 of Grade 3

Basic salary: R 142 242.47

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

KPA's: Provides administrative support to the Office of the Speaker. Write memorandums to delegations, officials, business sector; community leaders) to confirm arrangements and programmes.Compile the invitations, media protocol requirements for internal Speaker's events and functions.Assist in scheduling, confirming and updating the diaries and indicating priority/urgent meetings which must be attended. Arranging all travelling, booking and accommodation arrangements. Preparing notification, agendas and minutes for specific meetings (Council/ Mayor Committee) and assist in distribution and/ or arranging for the collection of documentation prior to scheduled meetings.

1X MPAC Clerk

Post level T6 of Grade 3

Basic salary: R142 242.47

Qualification: National Certificate in Public Administration plus 1 year relevant experience.

KPAs: Assist in the development and implementation of MPAC Programme. Assist in preparing and implementing the Committee's Annual Work Programme. Prepare and distribute invitation letter for meeting to members. Provide administration support to MPAC. Provide secretariat support to the MPAC Committee

**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 20 December 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 7129**

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**

DATE