



BLOUBERG MUNICIPALITY

P.O. Box 1593, SENWABARWANA 0790, Tel: No.: 015 505 7100, Fax: No.: 015 5050296

E-mail: info@blouberg.gov.za, Website: www.blouberg.gov.za

VACANCIES

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

DEPARTMENT OF MUNICIPAL MANAGER

1X MAYOR'S CHAUFFEUR

(Re- advertisement. Those who responded to the previous advert will be considered and need not reapply)

Basic salary: R151,263.92

Requirements: Matric and relevant tertiary qualification or extensive experience in security management or equivalent; Drivers license; license to possess a firearm; Willingness to travel regularly and working long hours.

Duties: Provide driving services for the Mayor; Render protection services for the Mayor; Ensure the Mayoral Vehicle is always reliable, road worthy, clean and in good working condition; Gather and evaluate information about areas within the boundaries of the Mayor's destination to ensure provision of effective protection and travel services; Do VIP access control and identification of explosives in order to safeguard the Mayor and the area/venue; Perform reconnaissance of routes and locations to be used in order to verify them; Evaluate Mayor's programme and identify possible high risk situations in order to request back up protection where possible; Provide protocol services

1X RISK OFFICER

(Re- advertisement. Those who responded to the previous advert will be considered and need not reapply)

Basic salary: R182,362.86

Qualifications : A Bachelor's degree in accounting or diploma in internal auditing. At least 3-5 years experience in a similar position or related field and 1 year in the supervisory position. Computer literacy.

Duties : Develop risk management programmes for the municipality; Develop strategic and operational risk management profiles of the Municipality; Develop risk management process and fraud risk strategy; Liaise with internal and external stakeholders on risk management; Coordinate and conduct compliance audit on risk management strategy; Coordinate and conduct educational awareness on risk management; Assist management to with risk management objective and direction; Assist management with integrating risk management and with the strategy development process; Assist management and to develop and communicate risk management policies, risk appetite and risk limits; Conduct regular risk assessment across the organization; Coordinate management of security services; Perform any reasonable tasks

DEPARTMENT OF COMMUNITY SERVICES

2 X EXAMINERS FOR DRIVING LICENSES (Grade B)

Basic salary: R 151, 263.92

Qualifications: Grade 12, Grade B Examiner for driving license diploma, Code EC drivers License.

Requirements: Code EC drivers license, interpretative skills and understanding of legislation applicable to the function; ability to work under pressure.

KPA: Tests applicants for learners and driving licenses, ensure applicants compliance with K53, submission of monthly reports to superior, Conduct eye tests, driving license renewals, PRDP applications, Execute reasonable and lawful instructions delegated by superior.

2 X TRAFFIC OFFICERS

Basic salary: R134,295.47

Qualifications: Grade 12. Traffic officer's diploma plus valid driver's licence and Registered as a Traffic Officer

KPA's: Law enforcement* Enforcement of municipal by – laws* Special operations, escorts and visible policing. Co-ordinate specific activities associated with controlling traffic flow and public safety* Monitor the local area and acts on situations/behavior deemed to be inappropriate or non-conforming*enforce specific by-laws, road traffic and safety regulations*Undertake specific activities during disasters/emergency*Complete specific reports, statutory documentation and registers.

1 X GENERAL WORKER

Basic salary: R 64,931.53

Qualification: Abet Literacy, Be able to write and read. Physically fit to perform duties ,Be able to carry heavy bags. Be able to work under unclean conditions.

1 X PROCESS OFFICER

Basic salary: R182,364.86

Qualifications: Grade 12, National Diploma or equivalent; ENatis Certificate; relevant experience , knowledge of National Road Traffic Act, 93; 1993 and ARTO Act; knowledge of eNatis system; computer literacy,

KPA: Processing of all transactions onto eNatis, file and control documents according to trial dates, be responsible for proper processing, compiling and filing of criminal register, ensure that the traffic fines and criminal summons of motorists are frequently updated, Process warrants of arrest, general letters and reminders to the traffic offenders timeously, attend to all enquiries and address same.

1 X CASHIER (TOLWE SATELITE OFFICE)

Basic salary: R73,400.86

Qualifications: Grade 12 or equivalent qualifications.

Requirements: The candidate must be able to understand calculations, able to write and print reports

KPA: Receiving and recording of payments, handling account enquiries, ensuring accurate data recording and updating clients accounts.

DEPARTMENT BUDGET AND TREASURY

1 X BUDGET CLERK

Basic salary: R83,497.74

Qualifications: Grade 12 Certificate with Accounting/Bookkeeping and Mathematics, (NQF Level 4) or equivalent qualifications

Requirements: Accuracy and attention to detail* Computer literacy

KPA's: Provides assistance on the administration of the operational and capital budgeting processes by assisting with the importing of budget into National Treasury Formats, Assists with the importing of budget to financial system, assists with the finalization and balancing of budgets, Capture budget information in terms of completed documentation received, provides input for the compilation of the monthly reports in terms of actual budgeted amounts and variations, assists with compilation of financial statements to ensure the timely compilation of financial statements.

DEPARTMENT TECHNICAL SERVICES

2 X ELECTRICAL ARTISANS

Basic salary: R134,295.47

REQUIREMENTS: An N3 Electrical Engineering qualification or relevant experience on rural electrification especially on 22KVA Power. Code 8 driver's license.

KPA: Installation of electrical meter boxes. Execution of general electrical maintenance including replacing faulty transformers. Repair of electrical motors on boreholes. Reporting to electrical foreman as well as constructing power lines where applicable

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 25 July 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