

Blouberg Municipality



P.O. Box 1593
SENWABARWANA 0790
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BLOUBERG MUNICIPALITY hereby invites suitably qualified persons to apply for the following vacant positions:

DEPARTMENT: Office of the Municipal Manager

1x Manager: Legal Services

Basic Salary: R279, 272.28

Qualifications: Appropriate /Recognized Law Degree, Three to five (3 to 5) years relevant equivalent experience at managerial level, Computer literacy* law , good communication skills, office administration. Ability to meet deadlines and perform under pressure and work odd hours. Energetic and able to initiate action.

KPA: Contract management, managing labour relations, managing of litigations, managing systems of delegation of powers. Development and management of enforcement of by laws; Provision of legal advices and opinions to Municipal Manager, Council and council functionaries. Management and support on disciplinary process and legal compliance.

DEPARTMENT: CORPORATE SERVICES

1 X DEPARTMENTAL CLERK

Basic Salary: R95 482.61

Qualifications & Requirements: Grade 12 plus computer literacy. Administration Diploma/National Certificate or Office management will be an added value.

KPA's: Provide support to the Senior Manager Corporate Services in respect of specific administrative/clerical tasks associated with the department/sections/branches/division*Recording discussions and typing minutes of the department and /or Corporate Services 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 Services Department* Checking and verifying the accuracy of data. * Attend to queries/complaints associated with the department, e.g. by establishing the nature and /or urgency of the complaint* Attends to specific administrative activities associated record – keeping and query resolution* Controlling records pertaining to ordering, receiving and issuing of stationery and associated office consumable to personnel* Collating information and statistics of time worked in excess of normal ours* Receiving queries on personnel administrative matters from the department and communicating/referring to Senior Manager Corporate Services and all managers in the Corporate Services Department for attention and feedback.

INFRASTRUCTURE AND ENGINEERING DEPARTMENT

1 X SUPERVISOR ROAD AND STORM WATER

Basic Salary: **R153 571.60**

Requirements: An acceptable level of qualification, certification of competency in operation of small plant equipments.

KPA's Perform task/activities associated with general maintenance and repair work to roads, storm water and drainage system using hand tools precision measuring instruments. May weld and cut parts, using arc-welding and flame cutting equipment to execute define areas, operating small machinery to break, crush and compact road surfaces, cleaning devices to clear blockage and remove debris from drainage systems, utilizing lettering and marking guides to paint traffic flow signals and lines , provide guidance to the team through demonstration or explanations of specific sequences associated with allocated tasks.* Records specific information and explanations on specific sequences. Records specific information on work orders (start/finish times, materials) and completing safety checklists, marking appropriate descriptions stating the condition of the parts and attachments.

Closing date is 12 AUGUST 2013. 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.

NB: 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 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 detailed CV and certified copies of qualifications and I.D to: The Human Resource Manager, Blouberg Municipality
P.O Box 1593 Senwabarwana 0790: Enquiries: **Mr. Setjie K.T (015 505 7100/22**

Should you not hear from us within six weeks of the closing date kindly accept that your application has been unsuccessful.

**NB: Blouberg Municipality is an equal opportunity and affirmative action employer
Committed to the implementation of Employment Equity Act and other Labour Laws.
Women and people with disabilities are encouraged to apply.**

Kgoale TMP.
Municipal Manager