

Blouberg Municipality



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

CORPORATE SERVICES

2x HR Clerks

Basic Salary: R 109 649.00

Qualifications: Senior Certificate and Basic computer literacy, N6 or National Diploma in Human Resource Management, 1 year experience in HR Field.

KPAs: Responsible for the secure filing and storage of all personal files* Typing of correspondence (appointments/ promotion letters, probationary period approval/ letters, reports, memo's and external correspondence)*Responsible to ensure that correspondence contains corrects details such as salary, appointment date, leave days, benefits applicable.* Capturing data on computer system in terms of personnel records* compiling statistics for feedback purposes to supervisor*Addressing all queries related to personnel administration and service benefits by addressing employees in person or by phone
Updating personnel records to reflect latest information

1x PMS Manager

Basic Salary: R320 706.87

Qualifications and Requirements: Degree/ diplomain Human Resources Management, Public Administration) NQF Level 6

KPAs:Provides a professional consulting/ advisory service at a localized level with respect to the implementation of an effective Performance Management System capable of objectively and accurately establishing and measuring accomplishments and outcomes against key performance areas and indicators enabling Municipalities to align or adjust forward plans and execute agreed action plans that adequately addresses immediate, shorter and longer term service delivery priorities*Participating in the determination of functional objectives with due consideration given to the organizational vision and mission and goals encompassed in Integrated Developmental Plans*Analysing information pertaining to functional responsibilities and role boundaries elicited through interviews and establishing and advising on Key Performance Area's, Indicators and Action Plans*Monitoring consultants advising on implementation and assessing compliance with standards and procedures to support synergy between application and understanding. Applies methods and standards to determine specific requirements continuously and dimensions of Performance Management, by applying statistical tools and approaches to interrogate and classify information pertaining to structures, functions and/ or

to guide decisions pertaining to the selection of a model for basing measurements*Examining the applicability, appropriateness and adequacy of measures and/ or formulating recommendations to support changes to standards and/ or quantitative weightings*Co-ordinating and conducting climate surveys to support and create usable relationships in respect of setting and determining relevant performance parameters and dimensions. Monitoring compliance with respect to the adopted reporting structure*Collating and preparing reports outlining accomplishment of targets and standards and/ or commenting on specific deviations from agreed outcomes*Maintaining the Performance Management recordkeeping system, updating files with correspondence and instructional documentation and, accessing relevant information or retrieving records to facilitate audits. Provides information and/ or reports on the status and outcomes internally/ externally, by presenting information on the Performance Management System capabilities, measures and outcomes*Explaining qualitative and quantitative outcomes, elaborating on reasoning and/ or the need for alignment with respect to specific objectives and measures.

* Conducting Workshops to facilitate understanding of the system and its application in defining and measuring organizational goals and accomplishment.

Municipal Driver/Messenger

Basic Salary:R 121 827.46

Qualifications: Grade 9 Plus Valid code C1 Drivers Drivers license. 1-3 years driving experience

KPAs:Transporting personnel, material and equipment to/from specific locations

1x Communications Officer

Basic salary:R 223,814.06

Qualifications and Requirements: An appropriate Bachelors degree or equivalent qualification from an accredited institution, 3 years experience in communications and media relations.

KPAs:, Respond to Media queries on a day-to-day basis Conceptualize, and create updated content for all communication platforms, including Newsletters,

Publications, Website and Social Media • Drafting of official speeches and documents, including research, fact checking and editing • Help raise the Municipality's profile by running external and in-house Media events • Develop suitable ways of communicating complex information to all Municipal Stakeholders •

Communicate the Municipality vision by developing and implementing short- and long-term Media strategies for specific projects and initiatives •

• Evaluate Media coverage and prepare reports for operational purposes, Committee Meetings and Council

• Promote, attend and photograph Municipal Corporate/Community events during and after business hours

• Perform other reasonable administrative duties as requested by the Manager Communications.

OFFICE OF THE MUNICIPAL MANAGER

1x Special Focus Officer (Youth & Children)

Basic salary: R239 481.04

Qualifications and Requirements:Bachelor's degree, Diploma and /or relevant qualification as well as experience in youth activities and driver's license.

KPAs: Assess the program requirements of youth in the community, communicate with youth to determine

prepare funding proposals*Ensure program information is available. Develop youth organizations and encourage existing organizations to include youth.

Identify areas where new programs are needed and ensure that their inspiration and interests are high on the developmental agenda of the Municipality.

1x Manager: Mayors Office

Basic salary: R 299 726.05

Qualifications and Requirements: Bachelors degree in Public Administration or relevant qualification as well 3 years experience in Municipal environment.

KPAs: Plan, Lead, Organise and control the administrative functions of the council. Develop divisional vision and strategy. Advise the mayor regarding planning, implementation and guidelines are adopted and complied with all transactions, activities and sequence. Coordinate the development and maintenance of systems, policies, procedures and processes.

TECHNICAL DEPARTMENT

1x Grader Operator

Basic Salary : R109 649.00

Qualifications & Requirements: Standard 8/ Grade 10. Minimum of 1 year experience in driving. Grader operation experience will be an added advantage. Valid code C1 driver's license plus PDP.

Key Performance Areas: Blading for all municipal roads maintenance according to schedule plan. Clean the earth moving vehicle. Liaise with community representatives during road maintenance and operation.

1x Electrical Artisan

Annual Basic Salary: R176 356.45

Qualification: N6 in Electrical Engineering plus 1 to 2 years experience in rural electrification network particularly 22KV and valid driver's license code C1.

KPA: Maintain operate and construct electrical apparatus up to 22 KV, Repair electrical motors and boreholes and streetlight maintenance.

1x SUPERVISOR ROADS AND STORM WATER

Basic salary: R 176 356.46

Requirement: grade 12 plus Civil Engineering

Certification of competency in the operation of small plant and equipment. 3 to 5 years relevant experience will be an added advantage

KPA's: Performs tasks/ activities associated with general maintenance and repair work to roads, storm water and drainage systems using hand held tools and equipment to excavate defined areas, operating small plant machinery to break, crush and compact road surfaces, pressure cleaning devices to clear blockages and remove debris from drainage systems, utilizing lettering and marking guides to paint traffic flow signals and lines and provides guidance to the team through demonstration or explanations of specific sequences associated with allocated tasks. Guiding personnel with general labouring tasks through demonstrations and explanations on specific sequences. Recording specific information on work orders (start/ finish times, materials) and completing equipment safety checklists, marking appropriate descriptors stating the condition of the parts and attachments.

FINANCE

1X Expenditure Clerk

Immediate Supervisor: Expenditure Officer

Basic Salary: R109 649.00

Qualifications & Requirements: Grade 12 with Mathematics and accounting as passed subjects and B.Com degree/ National Diploma in Accounting or Financial Management or equivalent qualification. At least 1-2 years work-related experience will be an added advantage.

KPA's: Coordinates and controls sequences associated with the verification and provision of information related to expenditure, maintaining creditors account, prepare documents and reports, attending to auditors queries, maintaining financial records according to MFMA

1 x Billing Clerk

Basic salary: R109 649.00

Qualifications:Grade 12 with mathematics and/or Accounting as a passed subject or equivalent qualification *Tertiary qualification in finance will be an added advantage* Computer literacy

KPA's: Perform basic accounting and book keeping in accounting section. Prepares residential levy invoices. Sorts and files*performs calculations* Verify collection of receipts books. Perform other duties as assigned from time to time in line with billing function.

2 x Cashiers

Immediate Supervisor: Income Officer

Basic Salary: R96 389.81483

Qualifications & Requirements: Grade 12 or equivalent qualifications, the candidates must have knowledge of Venus Financial System, must be able to understand calculations, able to write and print reports.

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

COMMUNITY SERVICES

5 X Examiners for Driving Licences (Grade B)

Immediate Supervisor: Management Rep: Driving Licences

Basic Salary: R 198 639.36

Qualifications & Requirements: Grade 12, Grade B Examiner for Driving License diploma, Code EC drivers Licence.

Applicant must have Interpretative skills and understanding of legislation applicable to the function, ability to work under pressure,(**No criminal Record**).

KPA's: Examine Applicants for Learners licenses, Driving Licences in line with K53 Manual Conduct Eye test, Renewal for PRDP's, Execute reasonable and lawful instructions delegated by supervisor.

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 02 October 2015. 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 7122**

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

Municipal Manager
Kgoale TMP

Date