

Blouberg Municipality



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

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

CORPORATE SERVICES

1x MANAGER AUXILIARY

Annual Basic salary: R 356 946.74

Qualifications: 3 year Bachelor Degree or equivalent in Public Administration /Law plus Computer Literacy with 3 years' experience within the municipal administration.

Requirements: must be able to understand, interpret and implement municipal related legislation*Considerable management experience at a senior level in the administrative and records management (3 – 4 years)

KPA's: Manages the implementation of procedures and systems associated with controlling document flow and, quality systems/ statutory and audit requirements regulating recordkeeping*DE development of records management system such as file plan, records management policy, maintenance and keep custody of all records* *Maintaining and updating copies of legislative Acts, by-laws and standing orders*Coordinating sequences to facilitate the archiving and disposal of aged/ obsolete records.* Manage activities and procedures relating to the Municipal fleet*Developing and implementing proper fleet policies* Ensure maintenance of the telephone system, allocating pin codes to telephone users* To provide the maintenance services in consultation with Telkom and other service providers to ensure effective attendance of in-coming calls with the assistant of the receptionists* streamline internal and external* Provision of Municipalities pool fleet* Ensure the servicing of vehicle and maintenance*Ensure the proper utilization fleet* Ensure that there is sufficient fleet for the municipality and ensuring that the fleet is in a good state of repair*Ensure that the buildings as well as Municipal are goods secured by ensuring that there is enough security for the office building|*To ensure that the office is always locked after hours and during weekends*Security of the office building and Municipal is of goods standards*Ensuring that the office building is properly maintained through cleaning and making arrangements for the repair of equipment such as air conditioner, maintenance of toilets facilities and fittings such as globes* To provide a conducive working conditions to the Municipal employees

3x Admin Clerks (1x Raweshi, 1x Langlagte and 1x Inveraan satellite offices)

Basic Salary: R116, 227.94

Qualifications & Requirements: Grade 12 or equivalent qualifications.

Minimum of 1 year experience. Computer literacy is prerequisite

KPAs: Typing correspondence and confidential documents. Diary management .record keeping. Compile agendas and minutes. Attend the council committee meeting. Write reports and letters.

COMMUNITY SERVICES

2 X Examiner for Driving Licences (Grade D)1 x Alldays and 1 x Senwabarwana main office

Basic Salary: R 185,644.20

Qualifications & Requirements: Grade 12, Grade D Examiner for Driving License diploma, Code C1 drivers license. Applicant must have Interpretative skills and understanding of legislation applicable to the function, ability to work under pressure,(No criminal Record).

ms

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

1x Enatis Supervisor: All days satellite office

Basic Salary: R253 849.91

Qualifications & Requirements: Grade 12 (or equivalent), Enatis full end-user Certificate, 2 years relevant experience, Registered as Enatis officer, Valid Code B Drivers license, No criminal record

Key Performance Areas: Perform all administrative duties sustain functional operation of the registering authority as determined by the National Traffic Act, Allocate duties to reporting staff, Performing transactions on enatis system, Control and audit registers, receive and record the face value documents, compile monthly reports, ensure that all money collected are safe and banked

TECHNICAL DEPARTMENT

1x PMU Technician

Basic salary: R 253 849.92

Qualifications and Requirements: Applicable B Degree/ National Diploma in Engineering plus three years relevant experience

KPA's: Responsible for MIS data and database management by checking that Correctness and completeness of the data received and captured by ensuring that desk-top and when possible site verifications are undertaken before data is used. MIS is updated with the most correct and recent data is available. All queries, applications, reports and systems are always up and running. Relevant data and database processes are in place and applied. Technical support of end for end users is always available and offered. Database is manipulated for the preparation of all necessary reports to the Municipality and relevant provincial and national departments. The provincial office (MIG) based GIS facilities are used. Responsible for monitoring and evaluation of MIG programme by checking and seeing to it that backlog studies, socio-economic impact assessments and environmental impact assessments of project are undertaken, for detailing how the MIG programme has impacted on the communities and municipalities in terms of skills development, community

1x Grader Operator

Basic Salary : R116 227.94

Qualifications & Requirements: Standard 8/ Grade 10 plus Minimum of 1 year experience as Grader Operation. 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 Excavator Operator

Basic Salary: R116 227.94

Qualifications & Requirements: Standard 8/Grade 10 plus Minimum of 1 year experience as Excavator operator. Valid code 14 driver's license plus PDP.

Key Performance Areas: Operating the municipal excavator and do its attendant work and responsibilities. Perform road work, excavation work and lifting work. Operating excavator in the right direction and angles.

1x Electrical Artisan

Annual Basic Salary: R164 819.11

Qualifications & Experience: Grade 12, N6 in Electrical Engineering plus trade test 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.

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 March 2017. 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 reserve the right not to make any appointment and transfer employees between its head office at Senwabarwana and Satellites Offices (currently at Alldays Eldorado, Tolwe and Senwabarwana) from time to time due operational reasons.

Interested person must forward their application letters accompanied by 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 (0155057124)

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



Machaba MJ

Acting Municipal Manager



Date