



24 February 2022

Enq: Ngoepe MS
Tel: 015 505 7100

Blouberg Local Municipality hereby invites suitably qualified persons to apply for the following vacant positions:

CORPORATE SERVICES

1 X Records Clerk

Post level T7 of Grade 3

Basic salary: R181 274.43

Qualifications & Experience: National Certificate in Human Resource Management/Records Management/Public Management or related tertiary qualification, Plus 1 year's relevant experience

KPA's: Perform Record management duties, filing of documents, capturing of records and applications, receiving and capturing of data, drafting of letters and memos.

10 X General Workers

Post level T3 of Grade 3

Basic Salary: R109 390.53

Qualifications & Requirements: Grade 7 or Abet level 3.

Experience: 1 year's relevant experience

KPA's: Performs labouring task /activities associated with providing support with general building maintenance, including masonry, cleaning, carpentry and painting functions, under the supervision and instruction of the supervisor.

COMMUNITY SERVICES

2 X Examiners: Drivers Licences (Head Office & Eldorado satellite office)

Post level T10 of Grade 3

Basic salary: R271 313.76

Qualifications & Experience: Grade 12, Grade B examiner for Driving Licence diploma, Code EC Driver's Licence. Plus 2-3 years' relevant experience. Applicants must have interpersonal skills and understanding of legislation applicable to the function, ability to work under pressure, (No Criminal Records).

KPAs: Examine Applicants for Learner's licences, Driver's licences in line with K53 Manual Conduct Eye test, Renewal for PRDP's, Execute reasonable and lawful instructions delegated by supervisor.

1 X Management Rep (Alldays Satellite)

Post level T12 of Grade 3

Basic salary: R346 041.26

Qualifications & Experience: Grade 12, Examiner of Driver's licence (Grade A), Code EC plus 3-5 years' relevant experience, registration as an examiner (No Criminal Records).

KPAs: Assign duties to the examiner, ensure the examiner perform his/her duties in line with NR1A 93/1996 (K53 Manual), ensure that the DLTC complies with the minimum requirement of DLTC as outlined in the government gazette as 28446 date 07 April 2006, compile monthly reports, manage the testing diary, ensure that filing is done and updated as prescribed, respond/attend all inspection reports.

1X Environmental Officer

Post level T11 of Grade 3

Basic salary: R308 586.16

Qualification & Experience: National Diploma in Environmental Science, Plus 1-2 years' relevant experience, registration with a professional body will be an added advantage, computer literacy.

KPA's: Conducts inspections and investigations of residential, commercial or other occupied premises and/or open spaces and/or public facilities to determine compliance to by-laws and statutory legislation. Presenting educational talks on community-based initiatives aimed at improving the quality of life through acceptable practices and/or the need for change to eradicate threats to environmental health, coordinates specific pre-work/site requirements with regards to landfill sequences and guides the activities.

**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 14 March 2022.

Emailed 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 ID 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.

**RAMOTHWALA R.J
ACTING MUNICIPAL MANAGER**