

**Blouberg Municipality**



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08 December 2025

**EXTERNAL ADVERT**

**FINANCE**

**POSITION** : 1 X Accountant AFS & Reporting  
**Directorate** : Finance  
**Type** : Permanent post  
**Post level** : T11  
**Basic salary** : R380 019.19

**Qualifications & Requirements:** National Diploma in Accounting, Auditing, Cost and Management Accounting.

**Experience:** 2-3 years relevant experience

**KPA's:** Coordinates, plans and implements the key performance and results indicators associated with Budget & Reporting through the development and assessment of financial statements, budget performances and asset management; providing input into medium-term objective setting and financial planning sequences, and reviewing financial information and procedures.

**COMMUNITY SERVICES**

**Position** : 1 X Enatis Supervisor  
**Directorate** : Tolwe Sattelite  
**Type** : Permanent post  
**Post level** : T11  
**Basic salary** : R380 019.19

**Qualifications & Requirements:** National Diploma in Public Administration, Enatis Certificate, Computer Literacy

**Experience** : 2-3 Years relevant experience

**KPA's** : Reconciles cash received against receipts issued to customers, maintains documentation and records of transactions and procedures, calculating balances and explaining transactional recordings and penalties applicable and/ or providing information on specific services (consolidated accounts). Collects and counts payment tendered verifying total against amount due and/ or seeking identification, checks recording and processes cheque payments.

**Position** : 1 X Examiner Driving License Testing Centre  
**Directorate** : Tolwe Sattelite  
**Type** : Permanent post  
**Post level** : T10  
**Basic salary** : R334 118.80

**Qualifications & Requirements:** Grade 12. Learners/ Drivers License Examiner's Diploma, Computer Literacy – Office Applications and specific systems related eNatis Code B Driver's License.

**Experience** : 2-3 Years relevant experience

**KPA's** : Coordinates and implements tasks/ activities associated with the examination, testing and issuing of learner and driving licenses through the application of laid down assessment and inspection procedures; attending to administrative reporting and recordkeeping requirements and guiding Learners with the execution of specific activities to ensure that they conform with the requirements of the Road Traffic Act, K53 requirements and regulations contributing to the safety of all road users.

## **CORPORATE SERVICES**

**Position** : 1 X General Worker  
**Directorate** : Corporate Services (Tolwe Satellite Office)  
**Type** : Permanent post  
**Post level** : T3  
**Basic salary** : R134 712.78

**Qualifications & Requirements:** .Abet level 3, Grade 8, Read and writing skills

**Experience** : 6 months experience

**KPA's** : Undertakes activities associated with maintaining cleanliness of designated areas and providing support in respect of specific official requirements, in accordance with laid down instructions supporting acceptable standards of service delivery.

**Position** : 1 X Driver  
**Directorate** : Corporate Services  
**Type** : Permanent post  
**Post level** : T5  
**Basic salary** : R168 875.95

**Qualifications & Requirements:** Grade 10. Code B Driver's License.

**Experience** : 1-2 Years relevant driving experience

**KPA's** : Performs specific driver/messenger tasks associated with the delivery and collection of items to/ from external sources by: Receiving a schedule indicating delivery/ collection requirements and identifying with specific priorities. Batching correspondence, mail and other items according to the planned destination schedule/ route. Checking vehicle condition (tyres, fuel, water, oil, brakes, lights, etc.) and completing the checklist and log sheets prior to departure and/ or reporting defects to the immediate superior. Locating specific addresses for delivery/ collection and seeks/ or signs acknowledgement of receipt on collection/ delivery.

**NB: Blouberg Municipality is an equal opportunity and affirmative action employer Committed to the implementation of Employment Equity Act and other Labour Laws.**

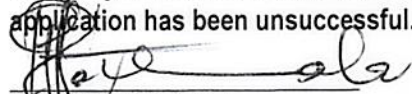
**Closing Date:** 16 January 2025

Email or Faxed applications will not be considered.

**NB.** Shortlisted applicants will be screened for criminal records, qualification verification and /or any pending criminal cases.

Interested persons must forward their applications accompanied by the Municipality's official application form obtainable from Blouberg Municipality website, Head Office as well as all Municipal Offices, detailed CV, Certified copies of ID and qualifications to The Human Resource Manager, Blouberg Municipality P.O Box 1593 Senwabarwana 0790: Enquiries: HR Unit on 015 505 7100.

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



RAMOTHWALA R.J  
MUNICIPAL MANAGER