



BEAUFORT WEST MUNICIPALITY

Notice Nr. 5/2011 Staff Vacancies

Beaufort West Municipality is fully committed to service delivery in its municipal area and to the goals set out in the Employment Equity Act (1998) and Council's Equity Plan. In order to promote the Municipality's representivity of the people it serves, applications from the designated groups will currently have preference.

DEPARTMENT: COMMUNITY SERVICES

1. Superintendent : Waste Management : Ges 72

Salary Scale : T12 – R164 748 – R213 852 per annum

Qualification, Experience and Competency

- Relevant Tertiary Qualification (National Diploma or B degree)
- Code B driving licence
- Computer literate
- Management Skill
- Planning and Organizing

Duties

- Operational planning and reporting
- Pauper Burials
- Business licensing and hawker
- Solid waste/Medical waste
- Law enforcement/Council by-laws
- Promoting awareness on environmental matter
- Occupational Health and Safety
- Cleansing Services
- Manage, Control and monitor pollution (air and noise)

ENGINEERING SERVICES

2. Klerk / Senior : Administrasie (Ing 72)

Salary / Salaris:

- *Posvlak T-7: R82 824 – R107 508 per jaar*

Kwalifikasies:

- Graad 12 met Rekenaartik (35 wpm)
- Moet syfervaardig wees
- Moet kan 35(w.p.m) tik
- Moet Engels en Afrikaans kan praat en lees

Kort beskrywing van hooftake

- Toesighouding – Gee opdragte en sien toe dat opdragte uitgevoer word
- Administratiewe take – Tik van korrespondensie – Berekening Finansiële Beheer : Rekonsileer daaglikse ontvangs
- Ooreenstem met kontantvloei- Verantwoordelik vir kluisbeheer

Skills/Vaardighede

- Rekenaargeletterd; Syfervaardig; Kommunikasievaardighede

Experience/Ervaring

- 4 – 5 jaar ervaring

3. MILLWRIGHT (ING 67)**Salary Scale**

Post Level T6: R68 508 – R88 932 per annum

Qualifications, Competency and Experience

- N3 with completed workmanship in mechanical or with extensive appropriate experience or NQF level 4
- Code B drivers license
- 2 years experience completed workmanship
- Electrical and Telemetric System qualification/experience will be an advantage

Duties

- Maintenance of all pumps and motors
- Bermad and check valves
- Administration

Benefits / Byvoordele

Attractive benefits are offered such as * Leave Bonus equal to one month's salary * Pension-Provident/Retirement and Medical Aid Fund * Group Life Assurance * Housing Subsidy * Ample leave and sick leave.

CLOSING DATE : FRIDAY, 11 FEBRUARY 2011

NB: *Indien u nie binne 3 maande na die sluitingsdatum van hierdie advertensie gekontak is nie, moet u asseblief aanvaar dat u aansoek nie suksesvol was nie. Indien vereiste dokumentasie van kwalifikasies/bestuurderslisensies nie by aansoeke aangeheg word nie, word aansoeke summier afgekeur. Die aanstelling sal gepaard gaan met 'n aanvanklike proeftydperk van 6 (ses) maande waarna die permanente bekragtiging van die aanstelling heroorweeg sal word. Iemand wat invloed werf met die doel om aangestel te word in 'n pos is onbevoeg vir aanstelling. GEEN AANSOEKE PER FAKS O F E-POS WORD AANVAAR.*

NB: *Should you not be contacted by us within 3 months, please assume that your application has not been successful. Certified copies of documentation of qualifications/valid driver's licences must be attached as proof to be considered. The appointment will be subject to an initial probationary period of 6 (six) months after which the permanent confirmation of the appointment shall be reconsidered. Any person canvassing with the view of being appointed in a post shall be disqualified from appointment. NO APPLICATIONS VIA FAX OR E-MAIL WILL BE ACCEPTED.*

Full particulars and prescribed application forms can be obtained from **Ms. NP Menziwa /Mrs L Barnard at telephone 023 414 8020. Completed applications should be sent to or handed in at -**

The Municipal Manager, Private Bag 582, Beaufort West 6970
Die Munisipale Bestuurder, Privaatsak 582, Beaufort-Wes 6970

Municipal Office Munisipale Kantore
112 Donkin Street/Donkinstraat 112
Beaufort Wes/t
6970

J Booyesen
Municipal Manager /Munisipale Bestuurder

17/01/2011