



## Blue Crane Route Municipality

### VACANT POSITIONS

#### NOTICE 27/2021

*Blue Crane Route Municipality with its vision to be a Municipality that strives to provide a better life for all its Citizens, hereby invites applications from committed, self-driven professionals who have passion in ensuring that the municipal vision is accomplished and want to render their services of exceptional high quality in the different fields mentioned herein*

#### OFFICE OF THE MUNICIPAL MANAGER

**MANAGER: LOCAL ECONOMIC DEVELOPMENT**

**TASK GRADE 16**

**SALARY SCALE: R530,178.00 – R688,202.00 PER ANNUM**

**MINIMUM REQUIREMENTS :** Grade 12 • Postgraduate qualification in Development studies / Tourism / Economic Development or Social / Economic Science • 5 years related experience in Local Economic Development field within Local Government of which 3 years should be middle Management position • Project management and planning skills and effective understanding of ED and LED • Valid Code B driving licence. • Effective communication skills • Compliance with Minimum Municipal Competencies will be an added advantage

**KEY PERFORMANCE AREAS:** Formulating and implementing an Economic Strategy, Local Economic Development Plan and Local Economic Development Policies • Analysing practices, intervention processes and capacity against requirements and, submitting reports supporting specific provisions associated with Economic Development deliverables • Conducting research into opportunities and formulating plans and strategies for consideration and adoption at Council level • Analysing quantitative and qualitative information to determine trends and, aligning strategies to stimulate the development of the economy • Compile proposals or business plan for submission to potential funding & organizations and relevant government institutions • Cultivating and maintaining relationships with key stakeholders, National, Provincial and Local Government bodies to facilitate an enabling environment for economic development • Preparing proposals, detailing the strategic focus of the Municipality with respect to the constitutional mandate for local economic development in Blue Crane Route Municipality • Participating in various meetings (Council, internal and external forums, etc.) and providing comments/opinions on matters affecting or concerning the function • Identifying/adapting/developing appropriate tools/ programmes for micro and SMME business skills • Managing and co-ordinating the implementation of approved projects and programmes evaluating intervention phases against milestones and providing recommendations • Providing technical support to beneficiaries and potential beneficiaries of the LED programmes and ensuring compliance with the generally accepted project management principles and procedures • Tourism Management • Tapping on the Agricultural sector as part of Economic Development • Formulating and implementing departmental budget • Departmental Human Resource Management

## **DIRECTORATE: TECHNICAL SERVICES**

### **MANAGER: WATER SERVICES AUTHORITY: WATER & SANITATION SERVICES TASK GRADE 16**

**SALARY SCALE: R530,178.00 – R688,202.00 PER ANNUM**

**MINIMUM REQUIREMENTS:** Grade 12 • Relevant bachelor's degree in Civil Engineering or B.Tech in Civil Engineering (NQF 7) • Minimum 5 years proven experience made as follows, namely a minimum of 3 years proven experience in a water purification / distribution / reticulation environment and at least 2 years of project management in civil engineering projects • Specialization in Water will be an added advantage • Registered / eligible to be registered with ECSA as a Professional Engineer or Technologist • Valid Code B Drivers' Licence • Computer literacy (MS Office applications) • Proficient in at least 2 or 3 of the official languages of the Eastern Cape.

**KEY PERFORMANCE AREAS:** Manage, co-ordinate and control the key performance and result indicators associated with the provisioning and maintenance of water and wastewater services, water safety plan and laboratory services • Identify and define the immediate, short and long-term objectives / plans of the section • Develop and implement system or internal controls of the section • Manage and monitor operational and capital projects of the section • Analyse and align requirements with capacity and capability of human capital • Ensure that in terms of the functionality of the section, the Municipality comply with applicable legislation • Manage the implementation of Risk Management, Supply Chain Management and mitigation strategies across the section functions • Manage the preparation of capital and operating estimates and control expenditure against the approved budget allocations • Disseminate guidance and information on specific key performance areas and requirements associated with performance management of the human capital of the section • Render management and line function administrative support services of the section • Keeping abreast of current trends, legislative changes and technological developments in the rehabilitation and maintenance of water and wastewater treatment works and reticulation systems.

### **MANAGER: TOWN PLANNING TASK GRADE 16**

**SALARY SCALE: R530,178.00 – R688,202.00 PER ANNUM**

**MINIMUM REQUIREMENTS:** Grade 12 • 4-year Bachelors Degree or B-Tech in Town and Regional Planning • 5 years relevant experience with extensive knowledge of Planning in Local Government environment of which 3 years must be in management level • Valid Code 08 Driver's licence • Registration as a Professional Planner with SACPLAN • Experience in GIS or related Spatial Information Systems.

**KEY PERFORMANCE AREAS:** Manage Land Use control to ensure that Town Planning Development and Spatial Planning meet statutory requirements • Evaluating, reporting and making recommendations regarding applications by members of the public to relevant authority (Council, MPT, EXCO, etc) • Update and disseminate Town Planning information to the members of the public • ensure compliance with the Spatial Planning and Land Use Management Act No 16 of 2013 (SPLUMA) • Assist with Township establishment for the purpose of facilitating the housing delivery processes • Assist in preparation of the Spatial Development Framework, Land Use Management and the review thereof and the formulation of the Land Development Objective in line with Local Government : Municipal Systems Act • Implementation and reviewal of the Municipal Spatial Planning and Land Use Management By-Laws • Attending to rezoning and subdivisions by ensuring that all legislative requirements have been met • Administer, formulate, maintain and update the Municipal Zoning Schemes Regulations and ensuring that applicable EIA regulations are adhered to • Preparation of monthly reports for Council and Committees of Council for consideration • Assume overall responsibility for the management of the Land Use Management and Municipal Property Management by anticipating problems and identifying implications for the attention of the Director, Council structures and Council to take informed decisions • Attend to legal requirements of contracts to ensure that Council's interests are protected.

**SUPERINTENDENT: WATER & WASTE-WATER RETICULATION  
TASK GRADE 11  
SALARY SCALE: R272,915.00 – R354,277.00 PER ANNUM**

**MINIMUM REQUIREMENTS :** Grade 12 with S4 Mechanical Engineering or NQF 5 / Trade Test as Plumber  
• Additional further course in Water and Waste Water Reticulation or equivalent NQF 5 will be an added advantage  
• Plumber – 5 years' experience in Water and Waste Water Reticulations Systems of which 2 years must be in supervisory position  
• S4 Mechanical Engineering – 3 years' experience in Water and Wastewater Reticulation systems of which 1 year must be in supervisory position  
• Valid Code EC Drivers' license and PRDP  
• Computer literacy (MS Office applications)

**KEY PERFORMANCE AREAS:** Co-ordinate tasks / activities associated with general maintenance and repair of Water and Waste Water Reticulation network  
• Assessing the acceptability of procedures, systems and controls associated with vehicle, plant, equipment and material availability and utilisation  
• Continuously investigating and inspecting reticulation network for defects / structural failures and maintenance requirements  
• Continuously checking boreholes, metering and bulk meters and other meters and both water and sewer pumpstations  
• Regular maintenance of reservoirs and other associated requirements  
• Initiate and participate in operational sectional meetings  
• Develop and implement a maintenance plan for routine, ad-hoc, planned, preventive, condition-based and corrective maintenance for all mechanical components within a water and sewer network  
• Perform regular asset verification of property, plant and equipment  
• Ensure that the Section comply with applicable legislation  
• Respond to urgent / unscheduled work requests  
• Comply to safety procedures and guidelines (Occupational Health and Safety Act, 85 of 1993)  
• Adhere to Supply Chain Management procedures  
• Attends and controls outcomes associated with utilization, productivity and performance of personnel  
• Coordinate and attend to procedural administrative requirements, record keeping and reporting deadlines associated with the functionality  
• Keeping abreast of developments, emerging trends and latest technologies in the profession.

**DIRECTORATE: COMMUNITY SERVICES**

**EXAMINER: DRIVING LICENCE/ TRAFFIC OFFICER  
TASK GRADE 10  
SALARY SCALE: R231,181.00 – R300,074.00 PER ANNUM**

**MINIMUM REQUIREMENTS :** Grade 12 • Examiner of Drivers Licence Diploma and Traffic Diploma • Registered as an Examiner of Drivers Licence and Traffic Officer • Sound knowledge of the National Road Traffic Act • Valid code EC Drivers licence (manual transmission) • and fully conversant with the procedures as contained in the latest procedure manuals for E-Natis operators • 3 years relevant experience • Computer literacy • Bilingual • No criminal record – police clearance certificate (SAPS365) must be attached • Examiner of Motor Vehicle Diploma will be an added advantage.

**KEY PERFORMANCE AREAS:** Examination of applications to obtain drivers or learners licence  
• Conduct eye test as prescribed by the NRTA  
• Renewal of drivers licences and the issuing thereof as prescribed in the requirements of the NRTA and K53 manuals  
• Handle all relevant administration regarding DLTC  
• Assist with General Law enforcement, road block and operation of the section  
• Approve and authorise professional driving permits (PRDP).

**LIBRARIAN  
TASK GRADE 11  
SALARY SCALE: R272,915.00 – R354,277.00 PER ANNUM**

**MINIMUM REQUIREMENTS:** Grade 12 • Bachelors' degree or National Diploma in Library and Information Science • Computer literate (Excel, Power Point & MS word) • 3 years' experience as Librarian • Experience in cataloguing and classification • Good verbal and written communication skills • Valid drivers' licence.

**KEY PERFORMANCE AREAS:** Organize outreach programs and displays • Co-ordinate library services • Apply procedure guideline on receipting, storage and loan sequence of library material • Attend to daily operations of the library and offering information to readers • Respond to queries from public • Maintain resources • Compile reports and statistics as requested by Senior Librarian • Willing to work once a month on a Saturday morning.

**NATIS CLERK  
TASK GRADE 6  
SALARY SCALE: R133 983.00 – R173 930.00 PER ANNUM**

**MINIMUM REQUIREMENTS:** Grade 12 • 1 years' experience in Natis System • Registered with Department of Transport • Computer literacy • Good communication skills • No criminal Record • Sober habits

**KEY PERFORMANCE AREAS:** Register all new and second-hand vehicles on the Natis system • Issue temporary and special permits • Issue roadworthy certificates • Administer bookings of learners and driving licenses • Renew drivers licences on the system • Balance all cash and cheques received against transactions • Assisting members of the public regarding to enquiries and liaise with National and Provincial offices • Liaise with the Department of Transport with regards to Natis queries • Attend to AARTO related queries and transactions • Maintain Face Value Documents issue by Supervisor • Maintain records of processed applications using alpha-numeric filling sequences.

**DIRECTORATE: CORPORATE SERVICES**

**HUMAN RESOURCES DEVELOPMENT & PERFORMANCE MANAGEMENT OFFICER  
TASK GRADE 11  
SALARY SCALE: R272,915.00 – R354,277.00 PER ANNUM**

**MINIMUM REQUIREMENTS:** Grade 12 • National Diploma in Human Resources or B. Tech in Human Resources or bachelor's degree in Public Management • 3 – 5 experience within the Local Government sphere as an HR Practitioner and Skills development • Certificate or qualification in Performance Management will be an added advantage • Valid Drivers' Licence • Computer literacy

**KEY PERFORMANCE AREAS:** Provides guidelines and information on the Performance Management System • Implement methods and standards for individual performance management • Ensures compliance with respect to Individual Performance Management • Collating and preparing reports on individual performance management • Maintain the Performance Management recordkeeping system, updating files with correspondence • Interacts and represents the Municipality on aspects related to Education, Training and Development • Preparing and circulating skills audit questionnaires for completion detailing current skill level, developmental requirements and career aspirations • Develop a comprehensive skills plan, identifying and prioritising specific interventions • submission of WSP to LGSETA • Schedules and co-ordinates training courses • Counsels employees in respect of performance related difficulties impacting their efficiency • Compile and updates statistical information with respect to trainings completed, attendance levels and targets achieved • Performs tasks/ activities associated with Learnerships and Experiential training programme

**MFMIP INTERNS X2 (24 MONTHS EMPLOYMENT CONTRACT)  
STIPEND: R60,000.00 PER ANNUM**

**MINIMUM REQUIREMENTS:** Grade 12 • 3 years Bachelor's degree or National Diploma with majors in Auditing, Financial Accounting or including either Risk Management among others.

**OVERVIEW:** The MFMIP is a structured professional training and work experience programme with the goal of providing high quality training and practical exposure in all aspects of a Municipal Budget and Treasury Office which is governed by the Municipal Finance Management Act, Act 56 of 2003 and the underlying reforms. The programme has a logical training sequence that builds on the skills and competencies acquired during University and Technikon training. It ends where appropriate, with the credits or a qualification in Municipal Finance Management in line with the Municipal Minimum Competency Regulations, Gazette 29967 of June 2007. The intern will sign an internship agreement which is in addition to employment contract of 24 months (2 years). The effect of the agreement is to ensure commitment to the programme which require, amongst other, full participation in the education and workplace assignments and observance of policies and procedures. The candidate must be between the ages of 21 and 35.

*All applications with Curriculum Vitae, certified copies of educational certificates, copy of South African Identity Document and a covering letter for the position you are interested in should be forwarded to: The Corporate Services Department, Blue Crane Route Municipality, PO Box 21, SOMERSET EAST, 5850 or hand delivered at 88 Nojoli Street, SOMERSET EAST or Townhall, COOKHOUSE or Town Hall, PEARSTON.*

*NOTE: Due to Covid-19 Regulations and constant changes within the country on lockdown levels, If the closing date happens to be within a Level 4 or 5 Lockdown period then applicants are required to EMAIL their applications to: [1recruitment@bcm.gov.za](mailto:1recruitment@bcm.gov.za)*

**NB : NO FAXED APPLICATIONS WILL BE ACCEPTED**

Enquiries: Mr L. Mqota (042) 243 6400

**Closing date: 27 August 2021**

*Canvassing support from Municipal Officials and Councillors is prohibited and any person found guilty thereof, will be disqualified with immediate effect. The Blue Crane Route Municipality is committed to achievement and maintenance of employment equity and diversity especially in respect of race, gender and disability. The Municipality reserves the right to approve or decline the appointment*

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**MR. THABISO KLAAS  
MUNICIPAL MANAGER**

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**DATE**