

# BLUE CRANE ROUTE MUNICIPALITY



## Blue Crane Route Municipality

### VACANT POSITIONS

#### NOTICE 32/2022

*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: R575,622.00 - R747,191.00 PER ANNUM**

**MINIMUM REQUIREMENTS:** Grade 12 • National Diploma or B. Degree OR 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 e 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: R575,622.00 - R747,191.00 PER ANNUM**

**MINIMUM REQUIREMENTS:** Grade 12 • National Diploma or B. Degree or Post Graduate Qualification 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 e Disseminate guidance and information on specific key performance areas and requirements associated with performance management of the human capital of the section e 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: R575,622.00 - R747,191.00 PER ANNUM**

**MINIMUM REQUIREMENTS:** Grade 12 • National Diploma or B- Degree or Post Graduate Degree 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 e Knowledge of 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) e 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: R296,308.00 - R384,644.00 PER ANNUM**

**MINIMUM REQUIREMENTS :** Grade 12 with S4 Mechanical Engineering or NQF 5 with Trade Test as Plumber • Additional further course in Water and Waste Water Reticulation will be an added advantage • 5 years' experience in Water and Waste Water Reticulations Systems of which 2 years 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 e 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: CORPORATE SERVICES**

**HUMAN RESOURCES DEVELOPMENT & PERFORMANCE  
MANAGEMENT OFFICER TASK GRADE 11  
SALARY SCALE: R296,308.00 - R384,644.00 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 years' 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

**DIRECTORATE: COMMUNITY SERVICES**

**2X TRAFFIC OFFICERS/ EXAMINER  
TASK GRADE 10  
SALARY SCALE: R250 996.00 - R325 795.00 PER ANNUM**

**MINIMUM REQUIREMENTS:** Grade 12. Examiner of driver's license Diploma and Traffic officers Diploma • Registered as an Examiner of driver's license and traffic officer • Have a sound knowledge of National Road Traffic Act. • In possession of a Code EC Driver's license (manual transmission). Trained and be fully conversant with the procedures as contained in the latest procedure manuals for E-Natis operators. • 3 - year relevant experience. • Computer literacy. • Bilingual. • No criminal record-police clearance Certificate (SAPS 365) must be attached • Examiner of motor Vehicle Diploma.

**KEY PERFORMANCE AREAS:** Examination of applicants to obtain drivers licences • Conduct eye testing as prescribed by the NRTA • To do renewals of drivers licences and issuing thereof as prescribed in the requirements of the NRTA and K53 manuals • Administer bookings of learners and driving licences • Renewal of drivers licences in

the system • Assist with law enforcement, attend road blocks and other operations of the section • Attend to public queries and liaise with National and Provincial office.

**DIRECTORATE: FINANCE DEPARTMENT**

**CONTROLLER: INCOME**

**TASK GRADE 10**

**SALARY SCALE: R250 996.00 - R325 795.00 PER ANNUM**

**MINIMUM REQUIREMENTS:** Grade 12 • National Diploma or B Degree in Accounting or Financial Management • Three (3) years' experience in the financial environment

**KEY PERFORMANCE AREAS:** Checking to see that the correct tariff structure has been applied to the services of sewerage, electricity, water and the like, by liaising with the Accountant: Income and updating these annually so that they fall in line with Council's tariff structure • Analysing revenue recording processes (data capturing and meter reading) referring to information detailed in supporting documentation and resolving deviations from procedures • Conducting a dummy run on a sample of accounts in order to ascertain whether accounts have been calculated accurately prior to printing these and sending out — in order to identify any problems or miscalculations • Preparing reports (as per standard practice) on the monthly revenue collection statistics in order to provide the Accountant with valid up-to-date information • Preparing statistical report depicting consumption fluctuations through the comparison with consumption history and current consumption, inclusive of explanations to support specific deviations • Ensure that consumers receive their accounts before the cut-off date of each month • Dealing with any revenue complaints and/or enquiries related to the section in a calm and efficient manner, providing the public as best as possible with solutions to the problems/ questions • Verifying computer system validation report and producing applicable error reports

**DIRECTORATE: FINANCE DEPARTMENT**

**CREDIT CONTROL AND FREE BASIC SERVICES COORDINATOR**

**TASK GRADE 10**

**SALARY SCALE: R250 996.00 – R325 795.00 PER ANNUM**

**MINIMUM REQUIREMENTS:** Grade 12 • National Diploma or B. Degree in Financial Administration/ Bookkeeping • NQF level 5 Computer literacy • Two (2) years' experience in the financial environment

**KEY PERFORMANCE AREAS:** Implementing access to free basic services for all indigent persons within all the wards in the municipality in terms of the South African Constitution and to reflect on the true extent of indigent house-holds • Creating cut off list for consumers that are not paying accounts • Monthly report (reconnection/ disconnection) • Make arrangements with defaulting consumers • Determining the level of affordability by Council for the supply of free basic services and determining the total value for free basic Services in order for it to be recovered from the available portion of the Equitable Share • Processing indigent support applications and recording processes referring to information detailed in supporting documentation and preventing the escalation of debt to applicant's account where they are not in a position to pay

- Verifying and assessing registration applications, checking (where there are allegations of maladministration and fraud) and making reporting these to the Accountant: Revenue
- Capturing indigent persons profile accurately on the computer and ensuring that information are correct on the system; including interpreting data and loading into the indigent management system
- Maintaining an efficient manual and electronic filing system ensuring that all indigent related information pertaining to free basic services is readily available
- Updating files and record keeping systems to support processing adjustment/ queries

*All applications with Curriculum Vitae, certified copies of Educational certificates, Blue Crane Route Municipal Application form which can be obtained on the BCRM website ([www.bcrm.gov.za](http://www.bcrm.gov.za)), 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.*

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

Enquiries: Mr L. Mqota (042) 243 6400

**Closing date: 30 January 2023**

*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*

  
\_\_\_\_\_  
**MRS. CHARITY SIHUNU**  
**ACTING MUNICIPAL MANAGER**

15/11/2022  
\_\_\_\_\_  
**DATE**