

BLUE CRANE ROUTE MUNICIPALITY



Blue Crane Route Municipality

VACANT POSITION

NOTICE 11/2025

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.

DIRECTORATE: TASK GRADE 11 COMMUNICATION OFFICER

SALARY SCALE: R326 363.04- R423 657.96 PER ANNUM

MINIMUM REQUIREMENTS: National Diploma or B Tech Degree Journalism, Public relations and Journalism or Equivalent.

KEY PERFORMANCE AREAS: Contribute to the formulation of the annual marketing and communication strategy of the unit. •Help implement the unit's marketing and communications plan interpreting it into timeous marketing actions •Assist in the preparation and implement an annual marketing plan, including annual budget; in line with the short/medium term year marketing strategy •Assist in organising and analysing marketing research and surveys, and generate reports on potential new services, clients and competitors •Drive positive coverages and exposure of the organisation •Deal with PR Enquiries to maximise the exposure of the organisation •Help maintain website in order to ensure maximum use and update content •Assist with production of effective promotional emails and e-newsletters •Prepare textual content (including feature articles, advertising copy, database content FAQ's etc) •Prepare textual content for e-newsletters •Standardise data entry and development of reports and data exports to meet the needs of the organisation •Productive effective direct mail pieces and organise campaigns to relevant database •Assist in administering and monitoring marketing and communication budget

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), 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: Applications can be emailed to 1recruitment@bcrm.gov.za

Enquiries: Mr L. Mqota (042) 243 6400

Closing date: 13 June 2025@ 16.00pm

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.


MR M.P NINI
MUNICIPAL MANAGER

22 May 2025
DATE

BLUE CRANE ROUTE MUNICIPALITY



Blue Crane Route Municipality

VACANT POSITION

NOTICE 02/2025

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DIRECTORATE: COMMUNITY SERVICES TASK GRADE 11 LIBRARIAN

SALARY SCALE: R326 363.04- R423 657.96 PER ANNUM

MINIMUM REQUIREMENTS: Library and Information (NDip or BTech) • Problem Solving • Creativity
• Computer Skills Code EB driving license • 3 years working experience as a librarian assistant

KEY PERFORMANCE AREAS: Management of library and staff • Organise outreach programmes •
Compile library reports and statistics • Collect needs analysis from users • Liaise with DSRAC and BCRM.

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MR MP NINI
MUNICIPAL MANAGER

22 May 2025

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BLUE CRANE ROUTE MUNICIPALITY



Blue Crane Route Municipality VACANT POSITION

NOTICE 26/2025

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DIRECTORATE: TECHNICAL SERVICES TASK GRADE 6 WATER PROCESOR-CLASS (04)

SALARY SCALE: R160 221.06- R207 992.04 PER ANNUM

MINIMUM REQUIREMENTS: Grade 12 •Valid Operators Certificates from Department of Water and Sanitation as a Class IV Operator or WISA qualification-NQF Level 5 as Class IV Operator • Code EC Driving Licence • 2-3 Years' experience as a Plant Operator for WTW or WWTW • Physical Fit•Sobber Habits• Report writing and presentation skills.

KEY PERFORMANCE AREAS: • Training of class III,II, Class 0 operators• Monitoring of sampling and analyses of water samples , chemical and bacteriology and ensure that deviation and addressed accordingly • Opening /closing valves to specific limits apparatus and equipment, referring to specifications to determine specification to determine deviation, reporting outcomes and proceedings with correct measures •adjusting mechanical control settings to regulate chemical levels to enable destruction of bacteria and /or activating/deactivating pumps to commence/ stop the movement of treated \ untreated water • Attending the first line maintenance of pumps and machinery (i.e. greasing ,cleaning of non -return valves , minor maintenance work, etc.)• Communicating with the immediate superior , transmitting information on plant condition , performance and outcomes and /or executing specific instructions to address deviations or disruption to process

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DIRECTORATE: TECHNICAL SERVICES

1X TECHNICIAN PROJECT MANAGEMENT UNIT (3 YEAR FIXED CONTRACT)

SALARY SCALE: R326 363.04 –R423 657.96 PER ANNUM (ALL INCLUSIVE)

MINIMUM REQUIREMENTS: National Diploma in Civil Engineering/NQF Level 6 •Valid Driver's Licence compulsory • 3 Years working Experience in Civil Engineering Industry Experience within Municipal PMU will be an added advantage •Understanding and Knowledge of Local Government

KEY PERFORMANCE AREAS: Project Manager the labour-intensive projects in line with the Expanded Public Work Framework and the related reporting requirements •Arrange regular progress meetings •Conduct site visits and meetings to ensure compliance to the project plan condition and objectives •Maintain project maintenance data on the national database •Assist with other related Municipal infrastructure programs •Monitor the consolidated cash flow performance of each project •Verify payment certificates and prepare monthly claims and expenditure •Collate data for preparations of all necessary report to Municipal and relevant Provincial and National Department Compile financial and non-financial reports (Dora)

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Blue Crane Route Municipality

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NOTICE 25/2025

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DIRECTORATE: FINANCE DEPARTMENT
TASK GRADE 10
CREDIT CONTROL AND FREE BASIC SERVICE CO-ORDINATOR

SALARY SCALE: R276 454.80- R358 840.32 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 report these to the Accountant: Revenue • Capturing Indigent persons profile accurately on the computer and ensuring that are information are correct on the system; Including interpreting data and loading in to the 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.

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