

BLUE CRANE ROUTE MUNICIPALITY



Blue Crane Route Municipality **VACANT POSITION** **NOTICE 71/2025**

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: FINANCE DEPARTMENT **X2 MUNICIPAL FINANCE MANAGEMENT INTERNSHIP PROGRAMME** **SALARY SCALE: R100 000.00 PER ANNUM**

MINIMUM REQUIREMENTS: Grade 12 – Three year bachelor's degree or National Diploma with Majors in Auditing, Financial Accounting, or including either Risk Management among others.

KEY PERFORMANCE AREAS: 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 which is governed by Municipal Finance Management Act, Act 56 of 2003 and the underlying reforms. The programme has a logical training sequence that builds on skills and competence acquired during University and Technikon training. It ends where appropriate, with the credits or qualification in Municipal Finance Management in line with 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 observances of policies and procedures. The candidate must be between the ages of 21 and 35

All applicants 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.

NB: Applications can be emailed to 1recruitment@bcrm.gov.za
Enquiries: Mr L. Mqota (042) 243 6400

Closing date: 07 November 2025 @16h00

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 MP NINI
MUNICIPAL MANAGER

15/10/2025
DATE

BLUE CRANE ROUTE MUNICIPALITY



Blue Crane Route Municipality

VACANT POSITION

Notice 56/2025

DIRECTORATE: TECHNICAL SERVICES

**1X FOREMAN:ROADS AND STORMWATER
TASK GRADE 10**

SALARY SCALE: R296 659.76-R382 470.48 PER ANNUM

MINIMUM REQUIREMENTS: Artisan qualification- NQF level5. 3 years' experience supervisory in Roads and Stormwater.3 years' experience in municipal Environment. Code EC Drivers licence_with PRDP

KEY PERFORMANCE AREAS: Communicating with the immediate supervisor to establish task (Vehicle, materials and personnel).Discussing and scheduling priorities (site visits, etc).Clarifying specific requirements for allocation and execution at sites. Monitor and inspect safety devices,controls,lubricant levels, etc on vehicles and reporting defects to the mechanical division. Monitor and implement performance management with subordinates. Monitor attendance /conduct of subordinates. Communicating work orders /plans to construction personnel(operators, general workers etc.).Providing information to residents /general public on activities and work sequences and/ or obstructions. Monitoring building tools and equipment used by personnel and all vehicles and special machinery. Checking and submitting detailed report on field work. Inspections and operational issues for inclusion into management reports.

SPECIAL CONDITIONS: Required to work in all weather conditions. Required to work outside normal working hours during emergencies and planned overtime.

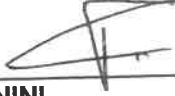
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MR. MP NINI
MUNICIPAL MANAGER

DATE

BLUE CRANE ROUTE MUNICIPALITY



Blue Crane Route Municipality **VACANT POSITION** **NOTICE 62/2025**

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: TECHNICAL DEPARTMENT
TASK GRADE 11
SUPERINTENDENT: WATER & WASTE- WATER RETICULATION
SALARY SCALE: R347 854.56 – R451 556.52 PER ANNUM

MINIMUM REQUIREMENTS: Grade 12 with S14 Mechanical Engineering or NQF level 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 Reticulation System of which 2 years must be in Supervisory position. Valid Code EC Driver's License and PRDP. Computer literacy (MS Office application).

KEY PERFORMANCE AREAS: Co-ordinate tasks / activities associated with general maintenance and repair of Water Waste Water Reticulation network. Assessing the acceptability of procedures, systems and control 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 pump stations. Regular maintenance of reservoirs and other associated requirements. Initiate and participate in operational sectional meeting. Develop and implement a maintenance plan for routine, ad-hoc, planned, preventive, condition-based and corrective maintenance for all mechanical components within 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 request. Comply to safety procedures and guidelines (Occupational Health and Safety Act, 85 of 1993). Adhere to Supply Chain Management procedures. Attend and control 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.

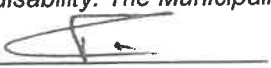
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MR MP NINI
MUNICIPAL MANAGER

14/10/2025
DATE

BLUE CRANE ROUTE MUNICIPALITY



Blue Crane Route Municipality VACANT POSITION NOTICE 70/2025

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: FINANCE DEPARTMENT
TASK GRADE 16
MANAGER REVENUE AND EXPENDITURE
SALARY SCALE: R675 757.32 – R877 172.88 PER ANNUM**

MINIMUM REQUIREMENTS: •3 Years Experience in Municipal Environment as an Accountant • B.Comm Degree with Accounting as a Major Subject (NQF Level 7) • Computer Literacy-Specific accounting software packages

KEY PERFORMANCE AREAS: •Analysing income and expenditure trends and compiling forecasts for inclusion into consolidated budgets outlining expected revenue generation based on tariff escalation and rates income through the expansion of the rate base and, cost of providing services. •Monitoring the implementation of related municipal legislation e.g Municipal Property Rates Acts and approved municipal policies ensuring that the institution has credible customer information on the Financial Management System (Masterfile) and reviewing to see that the correct and approved tariff structure has been implemented to all rates and services charges in the FMS. •Preparing and presenting reports detailing the status of debtor accounts and cash flow available to support planned medium to short term interventions to the Finance-Sub-Committee and Management Committee. •Monitoring the debtor's age analysis to determine progress with recovery and/or seeking reasons for non-compliance. • Monitoring that consumer, rates and distributed by no later than the 5th working day of each month. •Ensuring that rectification and/or adjustment on customer accounts are made following the investigation. • Monitoring and overseeing the implementation of Indigent Policy. •Monitoring and overseeing the implementation of credit control and debt-management. •Analysing the Debtors for handover purposes and or write-off. •Analysing the water and electricity losses to provide to the infrastructure department. •Managing and controlling of cash resources received by the Municipality to ensure monies received are properly accounted for and banked, and scrutinizing bank statements and deposit books for discrepancies. •Managing the process of disconnection of electricity supply, the blocking to purchase electricity and the restriction of water supply for the non-payment of service charges by instituting a process whereby monthly action plans are provided and that weekly feedback on the process in terms of the action plan be provided in writing to ensure that all the defaulters on the payment of services charges be dealt with in terms of Council Credit Control and Debt Collection Policy and Procedures. •Managing the Arrangements that had been made with debtors to pay off their area debt with Council by having in place a process whereby staff that are checking the arrangements are providing monthly feedback in writing on the number of arrangements that were not in Terms of Councils policy and procedures and the action that was taken where arrangements were not made in terms of the policy and procedure to ensure that arrangements to pay off debt by debtors as per Council Credit Control Policy and Procedures are adhered to and that steps are been taken where arrangements are not in terms of the policy and procedures. •Authorizing and handing over of long outstanding debtors for collection and suspicious debtors to SARS for audits. •Attending to the maintenance of the levy payer's accounts to ensure that the database of the Municipality is accurate, complete and has the relevant information required. • Developing, reviewing and implementing credit control mechanism, ensuring that

controls are in place are adequate for smooth running of the section. •Conducting studies on other possible source of revenue and making recommendations to the CFO. •Obtaining monthly totals per cash book and comparing with totals with the General Ledger. •Directing the debtors transactional processing sequence, attending to approval requirements for settlement provision checking the reconciliation of revenue accounts and the preparing financial reports reflecting the Municipality's Income Status, including preparing debtor's Reconciliation. •Analysing trends, expenditure requirements and forwards plans to establish/determine expenditure for the period and, consolidating the Section's operating and capital budget. •Comply with the requirements of VAT legislation

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