



Saldanha Bay Municipality is a high-profile municipality that takes care of its people to deliver the highest quality of service to its residents and visitors. We are also committed to the goals of our Employment Equity Plan. If you are competent and committed and would like to work in a professional environment, you are welcome to apply for the following positions on our staff establishment.

**PLEASE NOTE THAT ONLY HAND DELIVERED APPLICATIONS WILL BE ACCEPTED.
NO EMAILED OR FAXED APPLICATIONS WILL BE ACCEPTED.**

DELIVERY ADDRESS: HUMAN RESOURCES DEPARTMENT, 21 C BEANSA BUILDING, MAIN ROAD, VREDENBURG 7380

DIRECTORATE: COMMUNITY AND OPERATIONAL SERVICES

DEPARTMENT: AREA ENGINEERING VREDENBURG

SUPERVISOR: ROADS CONSTRUCTION TEAM (VREDENBURG)

Duties will entail Repair and maintenance of potholes and patches • Re-gravelling of sidewalks and gravel roads • General maintenance stormwater activities • Health and safety • Asset control (tools & equipment).

Requirements: Grade 10 OR equivalent technical qualification • Valid Code CI driving license with PRDP • 3-5 years relevant experience • Physically and mentally.

Competencies: Problem solving • Planning and organizing • Discipline • People management • Task management • Workplace safety • Interpersonal relationships • Communication • Service delivery orientation • Coaching and mentoring • Direction setting.

Salary scale: T8 (Estimated CTC: R362 552.00 p.a.)

Enquiries can be directed to Mr F Zimri (022) 701 7132

GENERAL ASSISTANT: ROADS (VREDENBURG)

Applicants must be in possession of a: Grade 7 • 6 months relevant experience • Good communication skills in two of the three official languages of the Western Cape.

Duties will entail: Perform routine work • Takes basic instructions • Communicate basic instructions to peers • Receive and understand instructions correctly • Performs work with basic implements.

Competencies: Planning and organising • Workplace safety • Troubleshooting • Operation and control • Quality control analysis.

Salary Scale: T3 (Estimated CTC: R235 765.00 p.a)

Enquiries can be directed to Mr F Zimri (022) 701 7132

SMALL PLANT OPERATOR: PARKS AND SPORTSGROUND (VREDENBURG)

Duties will entail: Receives instructions from Supervisor Roads and Stormwater • Operate small plant and equipment • Equipment bookings • Machine inspection • General maintenance at Roads and Stormwater • Pruning of trees at Roads and Stormwater infrastructure and open spaces • General maintenance of machines and equipment • Erection and repair of wire fences.

Minimum requirements: Grade 7 • 6 months relevant municipal experience required • Must be able to read, write and count • Must have the ability to read machine settings and complete check lists of machinery • Must be physically healthy and mobile in order to handle heavy machinery for extended periods • Good sight, hearing and speech ability • Ability to perform manual operational duties.

Competencies: Operation monitoring • Problem solving • Planning and organising • Workplace safety • Resilience • Workplace safety • Communication.

Salary Scale: T4 (Estimated CTC: R239 563.00 p.a)

Enquiries can be directed to **Mr F Zimri (022) 701 7132**

EXECUTIVE SECRETARY: DIRECTOR: COS

Minimum requirements: Grade 12 • relevant Secretarial Certificate • 5-8 years relevant experience • Valid Code B driver's licence • Ability to communicate in two of the official languages of the Western Cape • Computer literacy (MS Office) • Ability to work under pressure • Sound interpersonal skills • Organisational Skills • Good telephone etiquette.

Duties will entail: Client service officer/Receptionist / Front Office Support • Support to the Director: Community and Operational Services • Assist in the planning and preparation of meeting/functions • IMIS7 function • ESS/ESS Payday • Munsoft system • Performs a word processing function • General Office support • Supply chain management.

Competencies: Oral and Written communication • Attention to detail • Influencing • Ethics and Professionalism • Organisational awareness • Problem Solving • Planning and organising • Business processes • Use of technology • Data processing and analysis • Interpersonal relationships • Communication • Service delivery orientation • Client orientation and customer focus • Action orientation • Resilience • Change readiness • Cognitive ability • Learning orientation • Impact and influence • Team Orientation • Direction setting • Coaching and mentoring.

Salary Scale: T8 (Estimated CTC: R362 552.00 p.a.)

Enquiries: Ms Y Links at [022 701 7094](tel:0227017094)



PROCESS ASSISTANT (LANGEBAAN)

Minimum requirements: Grade 12 or relevant post matric qualification/preferably NTC2 in wastewater or water treatment • 1-2 years relevant experience required • Valid Code B driver's licence.

Duties will entail: Clearing and unblocking inlets, outlets, valves, tank weirs, screens, filters and connections, removing debris using handheld tools (shovel, fork, etc.) and pressurized water systems to remove/flush blockages • Applying laid down guidelines respect of the removal and temporary storage of debris to avoid health related risks while awaiting removal from site • Picking up litter and/or other items within the vicinity and/or sweeping walkways and common areas • Attending to the safekeeping of hand tools used in the process, applying laid down instructions and guidelines to avoid theft or loss and returning to the store at the end of the day • Clearing sludge drying beds using hand tools and depositing the material on the ground, into a dumper or the bucket of a front-end loader • Terrain maintenance – Ensure grass is kept neat and short, trim grass edges using weed cutters and Kudu lawn mowers • Ensure WWTW is clean, housekeeping is in order, equipment is packed and stored away • Sweeping floors and hoeing surrounding open areas using a spade, broom, rake, etc. gathering, picking and transferring litter into refuse collection bags • Removing and replacing refuse bags from collection and/or attends to the loading/offloading of refuse bags into/from refuse vehicles • Driving duties while packing up and transporting shift staff.

Competencies: Oral and Written communication • Problem solving • Quality Orientation • Workplace safety • Task Management • Use of process specific technology/equipment • Service delivery orientation • Interpersonal Relationships • Action and outcome orientation • Resilience • Change Readiness • Cognitive ability • Learning Orientation • Impact and influence.

Salary Scale: T5 (Estimated R255 792.00 p. a)

Enquiries: Mr C Leukes at [022 701 7163](tel:0227017163)

DATA CAPTURER (TRAFFIC FINES)

Duties will entail: Administrative duties • Cashier functions • Data Entry • Operating Equipment • Front desk management.

Minimum requirements: Grade 12 • 2 years relevant experience • Natis User registration will be an added advantage • Computer literate (MS Office)

- Good communication skills in two of the three official languages of the Western Cape • Interpersonal Skills • Must be able to work under pressure and stressful conditions.

Competencies: Oral Communication • Written communication • Attention to detail • Ethics and professionalism • Problem solving • Use of technology • Data processing and analysis • Service delivery orientation • Client orientation and customer focus • Action orientation • Learning orientation • Team orientation.

Salary Scale: T6 (Estimated CTC: R287 126 p.a)

Mr G Swarts at [022 701 6966](tel:0227016966)

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DELIVERY ADDRESS: HUMAN RESOURCES DEPARTMENT, 21C BEANSA BUILDING, MAIN ROAD, VREDENBURG 7380

Closing Date: 27 June 2024 at 12:00

In terms of the Local Government Municipal Staff Regulations, regulation 13, all appointments will be subject to a 6 months' probation period.

NOTES TO APPLICANT
<ul style="list-style-type: none">• Thank you for your interest in seeking employment with us.• Saldanha Bay Municipality complies with the Protection of Personal Information Act, Act 4 of 2013(POPIA), by submitting your application for a position at Saldanha bay municipality you are consenting that the personal information submitted as part of your application may be used during vetting and screening process.• All applications should be accompanied by a completed application form (obtainable from our Human Resource office or website: www.sbm.gov.za clearly reflecting the name of the position applying for; a comprehensive CV; a certified copy of your ID, driver's license and educational qualifications.• No original documents attached to the application will be safe kept/returned.• Applications without afore - mentioned will not be considered.• Applications/Supporting documents larger than 2MB sent via email are not accommodated.• For the implementation of the Employment Act, candidates are encouraged to indicate their race, gender and disability.• No late applications will be considered.• Further communication will be limited to shortlisted candidates, If you have not received a response within 3 (three) months of the closing date, please consider your application unsuccessful.• All appointments are subject to a medical assessment, criminal record and reference checks from previous and current employer(s).• The Council beholds the right to make an appointment.