



SALDANHA BAAI BAY
MUNISIPALITEIT | MUNICIPALITY | uMASIPALA

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 position 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: FINANCE

DEPARTMENT: AFS, ASSETS & RETURNS

SENIOR CLERK: ASSETS

Minimum requirements: Grade 12 or equivalent • 2 years relevant experience • Valid Code EB driver's license • Proficient in two of the official languages of the Western Cape • Computer literate (MS Office)

Preferred requirements: Grade 12 with accounting • NQF Level 5 • Relevant knowledge of Financial System • Sound interpersonal skills

Duties will entail : Asset Management – Asset Verifications • Annual Verifications • Monthly Verifications • Missing Assets & Investigations • Barcoding new assets and updating of register • Transfer of assets between locations and departments • Disposals – Auction/Donations/Tender Process • Assistance with Queries – Internal & External Auditors • Insurance Management – Acting- Principal Clerk • Safeguarding of equipment • Filing • Copies • Minutes of Meeting • Person must be able to lift at least 20 kg • Person must be mobile and perform physical tasks

Competencies: Written Communication • Oral communication • Attention to detail • Influencing • Ethics and Professionalism • Organizational Awareness • Problem Solving • Planning and Organizing • 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

T7 (Estimated CTC R 366 548.57 p.a.)

Basic Salary: T7 (R 216 488.89 – R 280 988.62 p.a)

Enquiries can be directed to **Ms Z Korasie** at **022 701 7092**

DIRECTORATE: INFRASTRUCTURE AND PLANNING SERVICES

DEPARTMENT: SOLID WASTE

COMPACTOR OPERATOR

Minimum requirements: Basic Literacy at NQF Level 1 • 0-1 years relevant experience •
• Proficient in two of the official languages of the Western Cape •

Duties will entail: Assist refuse compactor driver with navigation in the daily operations of refuse collection action • Administration functions with respect to refuse removal
• Reporting of illegal waste activities by members of the community • Operate a manual hydraulic lifter behind a compactor truck in a safe and efficient way according to relevant legislation, policies and procedures.

Competencies: Operation Monitoring • Quality Control Analysis • Operation and Control
• Troubleshooting • Workplace Safety • Planning and Organising • Managing Work • Task Accountability • Quality Orientation • Oral Communication • Action Orientation • Resilience
• Accountability and Ethical Conduct • Learning Orientation • Impact and Influence • Team Orientation

T4 (Estimated CTC R 265 315.59 p.a)

Basic Salary: T4 (R 138 627.96 – R 174 862.03 p.a)

Enquiries can be directed to **Mr J Talmakkies at 022 701 6937**



DIRECTORATE: CORPORATE AND PUBLIC SAFETY SERVICES

DEPARTMENT: ADMINISTRATION

ADMIN CLERK: PROPERTIES

Minimum requirements: Grade 12 • 2- 5 years relevant local government administrative experience • Valid Code B driver's license • Proficient in two of the official languages of the Western Cape • Computer literate (MS Office)

Duties will entail: Providing operational support to the Senior Manager: Administration Manager: Administration & Supporting Services, Manager Properties and the Manager Library and Information Services in respect of the mandate of the various line function department

Competencies: Use of technology • Written communication • Planning and Organizing • People management • Task management • Service Delivery orientation • Interpersonal relationships • Customer Orientation and Customer Focus • Action Orientation • Resilience • Change Readiness • Learning Orientation • Problem solving • Accountability and Ethical Conduct • Impact and Influence • Team Orientation • Coaching and Mentoring

T7 (Estimated CTC R 366 548.57 p.a.)

Basic Salary: T7 (R 216 488.89 – R 280 988.62 p.a)

Enquiries can be directed to **Ms B Mentoer** at 022 701 7152

PLEASE TAKE NOTE THAT.

- 1. ONLY HAND DELIVERED APPLICATIONS WILL BE ACCEPTED**
- 2. CLEARLY INDICATE THE POSITION APPLYING FOR ON THE APPLICATION FORM.**
- 3. CONSIDERATION WILL ONLY BE GIVEN TO THE HAND DELIVERED APPLICATIONS MEETING 1 & 2 ABOVE AND HANDED IN BEFORE OR ON THE CLOSING DATE INDICATED BELOW**

Closing Time & Date: 10 July 2026 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

- 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 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.
- 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.