SALDANHA BAAI BAY
MUNISIPALITEIT | MUNICIPALITY | uMASIPALA

Saldanha Bay Municipality is a high-profile municipality dedicated to serving its people with excellence. We are committed to employment equity and welcome applications from competent individuals, including those living with disabilities, who seek a professional and inclusive work environment.

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

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

DIRECTORATE: FINANCE

DEPARTMENT: EXPENDITURE

CONTROLLER CREDITORS

Minimum Requirements: National Diploma (NQF6) with Accounting as a major subject • 2 years' experience in financial environment • Computer Literacy (MS Office) • Valid Code B driver's license • Good communication skills in two of the three official languages of the Western Cape

Preferred Requirements: B degree with Financial Accounting as a major subject.

Duties will entail: Co-ordinates and controls the application of accounting procedures by attending to the processing, verification, and reconciliation of expenditure accounts • Generating and interpreting expenditure reports with a view to providing explanations on specific deviations. • Proceeding with adjustments and expenditure information processing sequences to ensure transactional records are accurate and correct • Performs specific tasks/activities associated with creditor accounts and the payment thereof • Co-ordinates and controls sequences associated with the verification and provision of information related to expenditure transactions • Performs specific tasks/activities associated with the processing and updating of transactional information with respect to specific Creditor Accounts on the financial system • Co-ordinating the recording and processing procedures of expenditure transactions • Provide information on the status of payments and specific procedures.

Competencies: Oral communication • Written communication • Organisational Awareness • Problem solving • Planning and organising • Accounting • Procurement • Budgeting • Financial Management • Costing • Financial Reporting • Financial Process Management • Interpersonal Relationships • Communication • Service Delivery Orientation • Action and outcome orientation • Resilience • Cognitive ability • Change readiness • Learning orientation • Impact and Influence • Team orientation • Direction setting • Coaching and mentoring.

T9 (Estimated CTC R462 505.04 p.a.)
Basic Salary: T9 (R 287 450.68 – R 373 129.04 p.a)
Enquiries can be directed to**: Mr H Damons at 022 701 7037**

DEPARTMENT: REVENUE

ADMINISTRATOR: SALDANHA

Minimum requirements: Grade 12 with accounting • 1-year relevant experience • Valid Code B driver's license • Good communication skills in two of the three official languages of the Western Cape • Computer Literacy (MS Office)

Preferred Requirements: • 2 years' relevant experience

Duties will entail: Provide a public service to debtors, creating and maintaining records and handling of account enquiries • To ensure superior service, respond efficiently to enquiries and achieve acceptable levels of service delivery within a Municipal environment • To ensure that effective communication takes place between the Municipality and the public as well as between the various internal Departments, enhancing interdepartmental communication • Provide a positive working environment with fellow colleagues and maintain an updated register of connections, reconnections, and disconnections • To adhere to council's policies and that Council's resources are dealt with responsibly

Competencies: Written communication • Oral communication • Attention to detail • Influencing • Ethics and Professionalism • Organizational awareness • Problem solving • Business Processes • Use of Technology • Data processing and analysis

T7 (Estimated CTC R 383 858.71 p.a.)
Basic Salary: T7 (R 226 772.07 – R 294 335.56 p.a)
Enquiries can be directed to**: Ms H Snyders at 022 701 7011**

DEPARTMENT: REVENUE

SENIOR ADMINISTRATOR: ST HELENA BAY

Minimum requirements: Grade 12 with accounting • 2 – 5 years' relevant experience of which 1 year should be in a supervisory capacity • Valid Code B driver's license • Good communication skills in two of the three official languages of the Western Cape • Computer Literacy (MS Office)

Preferred Requirements: • 5 years' relevant experience of which 1 year should be in a supervisory capacity

Duties will entail: Provide a public service to debtors, creating and maintaining records and handling of account enquiries • To ensure superior service, respond efficiently to enquiries and achieve acceptable levels of service delivery within a Municipal environment • To ensure that effective communication takes place between the Municipality and the public as well as between the various internal Departments, enhancing interdepartmental communication • Provide a positive working environment with fellow colleagues and maintain an updated register of connections, reconnections, and disconnections and an updated pre-paid vending system • To adhere to council's policies and that Council's resources are dealt with responsibly • To ensure that the balancing is done in accordance with the end of day procedure and to ensure that all monies received, and receipts issued correspond with the daily totals confirmed by the report extracted from the financial system • To assist potential

debtors who meet the criteria as set out in the approved indigent policy to qualify for indigent support • All agreements must be in accordance with the criteria set out in the credit and debt collection policy • To ensure acceptable performance levels are sustained and adequate direction provided enabling the municipality to accomplish laid down objectives

Competencies: Written communication • Oral communication • Attention to detail • Influencing • Ethics and Professionalism • Organizational 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

T8 (Estimated CTC R 420 861.85 p.a.)
Basic Salary: T8 (R 255 321.39 – R 331 422.07 p.a)
Enquiries can be directed to**: Ms H Snyders at 022 701 7011**

DIRECTORATE: CORPORATE AND PUBLIC SAFETY SERVICES

DEPARTMENT: HUMAN RESOURCES

GRADUATE INTERNS x3 [1 – YEAR CONTRACT]

Minimum Requirements: A relevant 3-year tertiary qualification in Human Resource Management / Development • Computer Literacy (MS Office) • Good communication skills in two of the three official languages of the Western Cape • Good interpersonal skills • Code B driver's license will be an advantage • Candidate must be between the ages of 21 – 35 and unemployed

Duties will entail: The HR internship programme will provide practical experience to graduates within the Saldanha Bay Municipal area and develop competency-based job profiles for every position within the municipal area.

Basic Salary: R 100 000 p.a [All-inclusive]
Enquiries can be directed to**: Mrs E Engelbrecht at 022 701 7184**

DEPARTMENT: ADMINISTRATION

CLERK: ADMIN SUPPORT

Minimum Requirements: Grade 12 • 1-year relevant paper & electronic record management experience • Computer Literacy (MS Office) • Valid Code B driver's license will be an added advantage

Duties will entail: Electronic and manual filing of records • Capturing of data on electronic records management system • Customer service (internal and external) • Sorting and distribution of records • Processing of mail • Registering of EFTs on remittance advice • Assisting records department with any other activity in the execution of the daily activities

Competencies: Written Communication • Oral Communication • Attention to detail • Advice and guidance •Organisational Awareness • Managing work • Discipline specific skills • Information Management • Service delivery orientation • Interpersonal relationships • Client Orientation and customer focus • Action and outcome orientation • Resilience • Change readiness • Cognitive ability • Learning Orientation • Leadership • Impact and influence •

T7 (Estimated CTC R 383 858.71 p.a.)
Basic Salary: T7 (R 226 772.07 – R 294 335.56 p.a)
Enquiries: Mrs W Maarman (022) 701 7001

DIRECTORATE: ENERGY AND ELECTRO-TECHNICAL SERVICES

DEPARTMENT: ELECTRO-TECHNICAL OPERATIONS

SUPERVISOR: STREETLIGHTS

Minimum Requirements: Grade 12 or N2 • M3/M4 certificate as Electrician Construction or equivalent L2/L3 Level Certificate • Valid Code C drivers' license with PrDP • 2 years in a municipal electrical environment as an electrical hand/assistant • Good communication skills in two of the three official languages of the Western Cape • Must be physically fit and strong • Must not be epileptic or colour blind • Must not fear heights, narrow or confined spaces • Must be emotionally strong and assertive.

Duties will entail: Fault finding on low voltage supplies and streetlighting equipment • Safety and risk related duties • Jointing and termination on LV cables and ABC lines • Assisting Artisans with electrical work on overhead lines.

Competencies: Administrative • Managing Labour, work and time • Problem solving • Planning and Organising daily tasks • Quality Orientation • Service delivery driven and orientated • Good interpersonal skills

T8 (Estimated CTC R 420 861.85 p.a.)
Basic Salary: T8 (R 255 321.39 – R 331 422.07 p.a)
Enquiries: Mr A Mostert (022) 701 7054

DEPARTMENT: ELECTRO-TECHNICAL OPERATIONS

ELECTRICIAN: MAINTENANCE SERVICES

Minimum Requirements: Grade 12 • Trade certificate as Electrician Construction or equivalent N2 level certificate • Valid Code B drivers' license • 2 years in a municipal electrical environment after trade certificate • Good communication skills in two of the three official languages of the Western Cape • Must be physically fit and strong • Must not be epileptic or colour blind • Must not fear heights, narrow or confined spaces • Must be emotionally strong and assertive

Duties will entail: Connecting of low voltage service cables to overhead lines, mini-substations and distribution boxes • Remove and install single and three phase kWh meters and pre-paid meters • Fault finding on low voltage supplies and streetlighting • Safety and risk related duties • Metering and consumer connections • Jointing and terminations on LV cables and ABC lines • Authorised LV and MV Operator with standby and after-hours duties including switching for credit control

Competencies: Managing Labour, work and time • Problem solving • Planning and Organising • Quality Orientation • Service delivery driven and orientated • Good interpersonal skills • Administrative • Innovative

T10 (Estimated CTC R 509 423.12 p.a.)
Basic Salary: T10 (R 323 649.75 – R 420 099.13 p.a)
Enquiries: Mr A Mostert (022) 701 7054

DEPARTMENT: ELECTRO-TECHNICAL OPERATIONS

ELECTRICIAN: CUSTOMER SERVICES

Minimum Requirements: Grade 12 • Trade certificate as Electrician Construction or equivalent N2 level certificate • Valid Code B drivers' license • 2 years in an electrical environment after trade certificate • Good communication skills in two of the three official languages of the Western Cape • Must be physically fit and strong • Must not be epileptic or colour blind • Must not fear heights, narrow or confined spaces • Must be emotionally strong and assertive

Duties will entail: Connecting of low voltage service cables to overhead lines, mini-substations and distribution boxes • Remove and install single and three phase kWh meters and pre-paid meters • Fault finding on low voltage supplies and streetlighting • Safety and risk related duties • Metering and consumer connections • Jointing and terminations on LV cables and ABC lines • Authorised LV and MV Operator with standby and after-hours duties including switching for credit control

Competencies: Managing Work and time • Problem solving • Planning and Organising • Quality Orientation • Service delivery driven and orientated • Good interpersonal skills

T10 (Estimated CTC R 509 423.12 p.a.)
Basic Salary: T10 (R 323 649.75 – R 420 099.13 p.a)
Enquiries: Mr A Mostert (022) 701 7054

DEPARTMENT: ELECTRO-TECHNICAL OPERATIONS

ELECTRICAL ATTENDANT CONSTRUCTION

Applicants must be in possession of a: Grade 10 • 6 months experience in an Electrical or Technical Environment as an Assistant or Attendant • Good communication skills in two of the three official languages of the Western Cape • Must be physically fit and strong • Must not be epileptic or colour blind • Must not fear heights, narrow or confined spaces • Must be emotionally strong and assertive

Duties will entail: Perform basic routine functions • Follows basic instructions and performs basic, routine maintenance • Manual Functions, e.g. digging, sweeping lifting, packing, cleaning, operating levers, etc. • Operate small plant and equipment • Basic facility maintenance

Competencies: Managing work and Action orientated • Planning and organising • Organisational awareness • Task management • Safety conscious

T4 (Estimated CTC: R 277 918.12 p.a)
Salary Scale: T4 (R 145 212.74 – R 183 167.97 p. a)
Enquiries: Mr A Mostert at 022 701 7054

DEPARTMENT: ELECTRO-TECHNICAL OPERATIONS

ARTISAN ASSISTANTS

Minimum requirements: Grade 12 • 1 year in an Electrical environment as an Electrical Assistant • Good communication skills in two of the three official languages of the Western Cape • Must be physically fit and strong • Must not be epileptic or colour blind • Must not fear heights, narrow or confined spaces • Must be emotionally strong and assertive

Duties will entail: Perform basic routine functions • Follows basic instructions and performs basic, routine maintenance • Manual Functions, e.g. digging, sweeping lifting, packing, cleaning, operating levers, etc. • Operate small plant and equipment, as well as low voltage single phase switching equipment • Assist with battery maintenance and high voltage switching • Standby and After hours duties.

Competencies: Team player • Action orientated • Planning and organising • Organisational awareness • Task management • Safety conscious • Leadership qualities

T5 (Estimated CTC R 296 825.60 p.a.)
Basic Salary: T5 (R 159 666.47 – R 206 239.91.a)
Enquiries: Mr A Mostert at (022) 701 7054

SALDANHA BAAI BAY
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DIRECTORATE: COMMUNITY AND OPERATIONAL SERVICES

DEPARTMENT: AREA ENGINEERING

SUPERVISOR: PARKS & SPORTSGROUND [SALDANHA & VREDENBURG]

Minimum Requirements: Grade 10 or equivalent • 1-2 years relevant municipal parks, sportsground and open spaces experience and 1-2 years supervisory experience • Valid Code C1 with valid PRDP • Good communication skills in two of the three official languages of the Western Cape

Duties will entail: Supervise sub-ordinates • Performs administrative functions • Performs driving functions • Cutting and trimming of trees • Maintenance of parks, sport grounds and open spaces • Application of weedkiller and fertilizer •

Competencies: Problem solving • Planning and organising • Discipline specific skills • People Management • Task Management • Workplace Safety • Communication • Service delivery orientation • Resilience • Coaching and Orientation Team orientation

T7 (Estimated CTC R 383 858.71 p.a.)
Basic Salary: T7 (R 226 772.07 – R 294 335.56 p.a)
Enquiries can be directed to**: Mr F Zimri at 022 701 7132**

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: 13 November 2026 at 12:00

In terms of the Local Government: Municipal Staff Regulations, Regulation 13 All appointments will be subject to a probation period of 6 months.

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.