



**BEAUFORT WEST MUNICIPALITY**  
**Notice No. 67/2018**  
**Staff Vacancy**



As an equal opportunity employer, the Municipality of Beaufort West, main centre of the Central Karoo, is currently offering a career opportunity to a suitable equipped person as:

**DIRECTOR: INFRASTRUCTURE SERVICES**

**Appointment will be on a 3 (three year), Fixed Term Performance Contract**

**Remuneration:** Paid in terms of Government Gazette 41173 dated 10 October 2017.

**Minimum package:** R769 844 midpoint R864 944 maximum R960 143 plus 7% Rural allowance.

**Qualifications and Requirements:**

- \* Bachelor of Science degree in **Engineering /B Tech: Engineering or equivalent;**
- \* Municipal Minimum Competency requirements for Local Government completed as per Regulations in Government Notice (certified proof must be attached or to be completed in 18 months after appointment)
- \* Minimum five (5) years' experience at Senior Management Level; and
- \* Registration with a relevant professional body added advantage

**Knowledge in the following areas:**

- \* Good knowledge and understanding of relevant policies and legislation;
- \* Good knowledge and understanding of Institutional Governance Systems and Performance Management;
- \* Must have extensive knowledge of the Public Office Environment;
- \* Must be able to formulate engineering master planning, Project Management and Implementation; and
- \* Good knowledge of Supply Chain Management Regulations and the Preferential Procurement Policy Framework Act and;
- \* Understanding of council operations and delegations of powers,

**Key performance areas:**

- \* To manage infrastructure services provisioning to ensure the rendering of sustainable and affordable services to the community;
- \* Manage the construction, repair and maintenance and operational processes with regard to Water and Waste Water networks;
- \* Manage the construction repair and maintenance and operational processes with regard to Roads, Storm Water and Building Maintenance
- \* Manage the rendering of Spatial and Land use Planning and Building Control
- \* Manage the provisioning and maintenance of electrical and mechanical services to ensure the rendering of effective, efficient, economical, electrical and fleet maintenance service; and
- \* Provide Project Program Management Planning, Technical Support and GIS Services

The position is located at the Beaufort West Municipality offices.

Forward completed applications on the prescribed form for senior managers reporting to the municipal manager, obtainable from our website - [www.beaufortwestmun.co.za](http://www.beaufortwestmun.co.za) or Human Resource Section for the above position, accompanied by a detailed CV together with certified copies of qualifications, identity document and driver's licence including details of at least three (3) contactable references to –

- \* The Municipal Manager, Private Bag 582, **Beaufort West**, 6970

**Hand deliver:** The Municipal Manager, 112 Donkin Street, **Beaufort West** 6970

Please note that this appointment is subject to disclosure of financial interest. Candidates will have to undergo a competency based assessment and security vetting. The successful candidate will be subjected to the signing of an *Annual Performance Agreement and an Employment Contract*.

**NB: No late, fax or e-mail applications will be accepted.**

Telephonic enquiries should be directed to the **Municipal Manager: Mr. Kosie Jacobus Haarhoff** at Tel No: 023 414 8195/8194 or **Director: Corporate Services: Mr Amos C Makendlana** at Tel. No. 023 414 8104/8181.

**Closing date: 31 August 2018**

Municipal Office  
112 Donkin Street  
**BEAUFORT WEST**  
6970

KJ HAARHOFF  
**MUNICIPAL MANAGER**



## BEAUFORT WEST MUNICIPALITY

In association with the Department of Economic Development and Tourism, applications are hereby invited from **Unemployed Matriculants (Matric Interns)** with **an interest in** the following career opportunities:

Tourism/Hospitality Services	1 student
Engineering (Civil and Technical)	3 students
Communication (Radio Broadcasting)	2 students
Municipal Administration (Local Government):-  Committee (Administrative Support) Minute Taking (Meetings) Translator Reception (Front Desk) Typist (Computer) Recordkeeping (Filing)	4 students

### **MINIMUM REQUIREMENTS:**

- Grade 12 (Matric)
- The candidate must be between the ages of 18 and 25
- Must reside within the municipal area – Beaufort West/Merweville/Nelspoort/Murraysburg.

Candidates must complete a memorandum of learner agreement and declaration of conflict of interest

**Placement Period: from 15 October 2018 to 15 March 2019**  
**Duration: 5 months placement period consisting of 110 working days**  
**Stipend: R2,500 per month (total cost to company)**

Applications on the official application form of the Council must be forwarded to the –

Municipal Manager, Private Bag 582 or 112 Donkin Street, Beaufort West 6970

to reach the office no later than **Wednesday 10 October 2018.**

Applications not accompanied by certified copies of qualifications will not be considered. Enquiries may be directed to Leonie Barnard on Tel. (023) 4148165. **Kindly note that the Municipality does not notify applicants whose applications were unsuccessful.** The municipality reserves the right not to make any appointment.

Municipal Office  
112 Donkin Street  
Beaufort West  
6970

KJ Haarhoff  
Municipal Manager





## BEAUFORT WEST MUNICIPALITY

In association with the Western Cape Department of Economic Development and Tourism, applications are hereby invited from **Unemployed Matriculants (Matric Interns)** with an interest in the following career opportunities:

Tourism/Hospitality Services	1 student
Engineering (Civil and Technical)	3 students
Communication (Radio Broadcasting)	2 students
Municipal Administration (Local Government):-  Committee (Administrative Support) Minute Taking (Meetings) Translator Reception (Front Desk) Typist (Computer) Recordkeeping (Filing)	4 students

### **MINIMUM REQUIREMENTS:**

- Grade 12 (Matric)
- The candidate must be between the ages of 18 and 25
- Must reside within the municipal area – Beaufort West/Merweville/Nelspoort/Murraysburg.

Candidates must complete a memorandum of learner agreement and declaration of conflict of interest

**Duration: 5 months placement period consisting of 110 working days**  
**Stipend: R2,500 per month (total cost to company)**

Applications on the official application form of the Council must be forwarded to the –

Municipal Manager, Private Bag 582 or 112 Donkin Street, Beaufort West 6970

to reach the office no later than **Friday 19 October 2018.**

Applications not accompanied by certified copies of qualifications will not be considered. Enquiries may be directed to Leonie Barnard on Tel. (023) 4148165. **Kindly note that the Municipality does not notify applicants whose applications were unsuccessful.** The municipality reserves the right not to make any appointment.

Municipal Office  
112 Donkin Street  
Beaufort West  
6970

KJ Haarhoff  
Municipal Manager



BEAUFORT WEST MUNICIPALITY  
Staff Vacancies

**INTERNAL**

Beaufort West Municipality is fully committed to service delivery in its municipal area and to the goals set out in the Employment Equity Act (1998) and Council's Equity Plan. In order to promote the Municipality's representation of the people it serves, applications from the designated groups will have preference

DEPARTMENT: FINANCIAL SERVICES

MANAGER: REVENUE, EXPENDITURE & SCM – Fin 48 : WC0530962

**Salary: T14 – R27455 per month**

**Job Purpose**

To manage, administer and control the application of accounting procedures by attending to the verification, reporting processing and reconciliation of account receivable transactions and expenditure accounts to support analysis, identification and recovery overdue accounts, guiding and developing personnel on the processing sequences and attending to specific administrative processes

**Requirements –**

ND or equivalent – major in Accounting / NQF 7  
Advanced computer literacy in Excel  
Bilingualism  
Negotiation Skills  
Attention to detail  
Communication Skills  
Accounting Skills

**Experience -**

3 year's municipal finance at supervisory level

**Key Duties :**

- 1) Supervision
- 2) Operational Functions: Billing & Accounts
- 3) Operational Functions: Rates
- 4) Operational Functions: Credit Control
- 5) Indigents
- 6) Expenditure Control Functions
- 7) Supply Chain Management procedural application
- 8) Client Services
- 9) Report to institutions
- 10) Interacts with institutions

**Benefits**

Attractive benefits are offered such as \* Leave Bonus equal to one month's salary \* Pension-Provident/Retirement and Medical Aid Fund \* Housing Subsidy \* Ample leave \* Sick leave.

**NB: Closing Date : Friday 12 October 2018 at 13:00**

NB: Should you not be contacted by us within 3 months, please assume that your application has not been successful. Certified copies of documentation of qualifications/valid drivers' licenses must be attached as proof to be considered. The appointment will be subject to an initial probationary period of 6 (six) months after which the permanent confirmation of the appointment shall be reconsidered. Any person canvassing with the view of being appointed in a post shall be disqualified from appointment. **NO APPLICATIONS VIA FAX OR E-MAIL WILL BE ACCEPTED.**


Full particulars and prescribed application forms can be obtained from **mrs. L Barnard/ms. IF Dourie at telephone 023-4148100. Completed applications should be sent to or handed in at –**

The Municipal Manager, Private Bag 582, Beaufort-West, 6970


Municipal Office  
112 Donkin Street  
Beaufort West  
6970

KJ Haarhoff  
Municipal Manager



	BEAUFORT WEST MUNICIPALITY STAFF VACANCIES			INTERNAL CLOSING DATE: FRIDAY 21 DECEMBER 2018		
	Beaufort West Municipality is fully committed to service delivery in its municipal area and to the goals set out in the Employment Equity Act (1998) and Council's Employment Equity Plan. In order to promote the Municipality's representation of the people it serves, applications from the designated groups will have preference					
Benefits: Attractive benefits are offered such as * Leave Bonus equal to one month's salary * Pension-Provident/Retirement and Medical Aid Fund * Housing Subsidy * Ample leave * Sick leave. Full particulars and prescribed application forms can be obtained from mrs. L Barnard/ms. IF Dourie at telephone 023-4148100. Completed applications should be sent to or handed in at 112 Donkin Street, Beaufort West/The Municipal Manager, Private Bag 582, Beaufort-West, 6970 <u>APPLICATION FORMS TO BE HANDED AT THE MURRAYSBURG OFFICE FOR RESIDENTS AT MURRAYSBURG</u>						
Department	Section/Sub-Section	Post Nr	Post ID	T-Grade	Job Title	Occ Level
Community Services	Refuse Removal	Ges 10	WC0530636	T3	General Worker: Refuse Removal	6
<b>Requirements:</b> Able to read and write; Good knowledge of business and residential areas; Required to work in all weather conditions; Required to work outside normal working hours, during emergencies and planned overtime <b>Duties:</b> General Labour activities : Refuse Removal : Street Cleaning : Public Amenities & Halls : Store Room : Tool & Equipment Care/Storage						
Community Services	Street Cleaning (Sanitation)	Ges 28	WC0530672	T3	General Worker: Street Cleaning/Sanitation	6
Community Services	Street Cleaning (Sanitation)	Ges 38	WC0530692	T3	General Worker: Street Cleaning/Sanitation	6
<b>Requirements:</b> Able to read and write; Good knowledge of business and residential areas; Required to work in all weather conditions; Required to work outside normal working hours, during emergencies and planned overtime <b>Duties:</b> General Labour activities : Refuse Removal : Street Cleaning : Public Amenities & Halls : Store Room : Tool & Equipment Care/Storage						
Community Services	Traffic Section	Verk 6	WC0530482	T5	Clerk: Traffic	5
<b>Essential/Physical &amp; Mental Requirements &amp; Special Conditions:</b> Grade 12 (NQF 4); Computer Literate; Up to 9 months experience; Must be able to work with money, sound people skills and communication qualities; Must be in excellent health and a good eye sight; Strong personality to handle insults of public <b>Duties:</b> Administrative Functions - Licencing : Administrative Functions - Motor Vehicle Licencing Registering Authority : Administrative Functions - NATIS : Administrative Functions - Financial <b>Responsibilities :</b> Procedural Applications : Procedural Transactions						
Community Services	Traffic Section	Verk 19	WC0530508	T5	Painter: Road Markings & Signs	5
<b>Essential Requirements:</b> Grade 8 (NQF Level 1 - minimum) * Valid drivers License * Painting experience * Good knowledge of infrastructure of town (lay-out) * General knowledge of vehicle components <b>Duties:</b> Road Signs & Road Marks : Painting : Equipment & Tools : Inspection						
Electro Technical Services	High Voltage	Elek 3	WC0530054	T7	Linesman	5
<b>Requirements:</b> Appropriate level of secondary education * Valid driver's licence * Electrical knowledge * Must be able to read and write * Must not be colour blind * 1 year experience * Be health, fit and strong to climb ladders/stairs * Willing to work overtime when instructed * Required to work in all weather conditions <b>Duties:</b> Inspections/Conditions Monitoring : Construction & Installations : Maintenance & Repair						
Electro Technical Services	High Voltage	Elek 5	WC0530058	T6	Linesman (Vehicle Driver/Operator - old description)	5
<b>Requirements:</b> An appropriate level of secondary education * Code EB driving licence * Electrical knowledge * Must be able to read and write * Must not be colour blind * 1 year experience * Be health, fit and strong to climb ladders/stairs * Willing to work overtime when instructed. <b>Duties:</b> Inspections/Conditions Monitoring : Construction & Installations : Maintenance & Repair : Reporting						
Electro Technical Services	High Voltage	Elek 7	WC0530062	T4	Machine Operator	5
<b>Requirements:</b> Grade 9 * NQF 1 * Basic knowledge of electricity * 1 year experience * Good health to perform manual operations and duties on foot * Required to work in all weather conditions * Required to work outside normal working hours * Required to be on standby <b>Duties:</b> Construction & Installations : Maintenance & Repair : General Labouring Tasks : Tool & Equipments Storage/Care : Reporting						
Electro Technical Services	High Voltage	Elek 9	WC0530066	T3	General Worker	6
<b>Requirements:</b> Must be able to read and write and distinguish colours * Basic knowledge of electricity * Must be healthy fit and strong * Must be able to work after hours if required * Required to work in all weather conditions <b>Duties:</b> General Labouring Tasks : Tools & Equipments Storage & Care						
Electro Technical Services	Low Voltage	Elek 19	WC0530086	T3	General Worker	6
<b>Requirements:</b> Must be able to read and write and distinguish colours * Basic knowledge of electricity * Must be healthy fit and strong * Must be able to work after hours if required * Required to work in all weather conditions <b>Duties:</b> General Labouring Tasks : Tool & Equipments Storage/Care						
Electro Technical Services	Low Voltage	Elek 21	WC0530090	T7	Linesman	5
<b>Requirements:</b> Appropriate level of secondary education * Valid driver's licence * Electrical knowledge * Must be able to read and write * Must not be colour blind * 1 year experience * Be health, fit and strong to climb ladders/stairs * Willing to work overtime when instructed * Required to work in all weather conditions <b>Duties:</b> Inspection/Condition Monitoring : Construction & Installations : Maintenance & Repair : Reporting						
Electro Technical Services	Administration	Elek 31	WC0530834	T6	Senior Clerk	5
<b>Requirements:</b> Grade 12 * Computer Literacy * Knowledge of Municipality's Administrative System * Communication Skills * Reading and writing skills * Interpersonal skills * Confidentiality * Attention to detail * Good physical health * 2 year's experience <b>Duties:</b> Reception/Telephone Functions : Perform routine administrative tasks : Word processing duties : Administrative Support : General Support : Recordkeeping						
Infrastructure Services	Mechanical Workshop	Ing 6	WC0530120	T9	Artisan: Welder	4



	<b>BEAUFORT WEST MUNICIPALITY STAFF VACANCIES</b>			<b>INTERNAL CLOSING DATE: FRIDAY 21 DECEMBER 2018</b>		
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Department	Section/Sub-Section	Post Nr	Post ID	T-Grade	Job Title	Occ Level
<b>Requirements:</b> Trade Tested Artisan (Welder) * NQF Level 6 * * Code B Drivers' license * * Good supervision, human relations, interpersonal and communication skills * * Ability to give attention to detail * * High level of responsibility * Ability to work under pressure * Considerable years relevant experience (3 - 4 years). * The incumbent should be physically fit and able bodied * Required to work in all weather conditions * Required to work outside normal working hours during emergencies and planned overtime * Required to be on standby.						
<b>Duties:</b> Supervision & Control : Coordination & Supervision : Information Recording : Vehicle Operations : Planned & Predictive Maintenance : Fault Finding/Repairs : Reporting : Interacting						
Community Services	Parks & Recreation	Ing 22	WC0530154	T3	General Assistant: Parks	6
Community Services	Parks & Recreation	Ing 24	WC0530156	T3	General Assistant: Parks	6
<b>Requirements:</b> Literate : NQF 1 : Physically fit and able bodied : Required to work in all weather conditions <b>Duties:</b> Routine cleaning and maintenance activities : Weed eradication : Tool & Equipment Storage/Care : Report & Interact						
Community Services	Parks & Recreation	Ing 33	WC0530174	T3	General Assistant: Park (Irrigation)	6
<b>Requirements:</b> Literate : NQF 1 : Physically fit and able bodied : Required to work in all weather conditions <b>Duties:</b> Routine cleaning and maintenance activities : Weed eradication : Tool & Equipment Storage/Care : Report & Interact						
Community Services	Parks & Recreation	Ing 36	WC0530180	T3	General Assistant: Parks	6
<b>Requirements:</b> Literate : NQF 1 : Physically fit and able bodied : Required to work in all weather conditions <b>Duties:</b> Routine cleaning and maintenance activities : Weed eradication : Tool & Equipment Storage/Care : Report & Interact						
Community Services	Parks & Recreation	Ing 44	WC0530196	T6	Senior Clerk: Swimming Pool	5
<b>Requirements:</b> <b>ESSENTIAL:</b> Gr 10 - NQF Level 2 * Skills Required: * Computer literacy * Accurateness & numerical competence * Bilingualism * Interpersonal skills * Attention to detail * 1 year experience (Expertise gained through experience, enhances professional efficienc) <b>PREFERRED:</b> Gr 12 * NQF 4 * Skills Required: * Computer literacy * Accurateness & numerical competence * Bilingualism * Interpersonal skills Attention to detail : First Aid Level 1/2/3 : To assist swimmers * 2 years experience <b>Duties:</b> Clerical / Transactional Functions: Cash Receipting; Cash Reconciliation # Administrative Functions: Documentation Recordkeeping. Reporting & Interacting						
Infrastructure Services	Water	Ing 54	WC0530216	T6	Machine Operator: Water/Sewerage Purification (Process Controller)	5
Infrastructure Services	Water	Ing 55	WC0530218	T6	Machine Operator: Water/Sewerage Purification (Process Controller)	5
<b>Requirements:</b> Must be able to register as a Class III Process Controller and therefor the following requirements must be met:- National Qualifications: Matric certificate PLUS all core and elective unit standards from:- Certificate in Wastewater Process Operations (NQF 2) or National Certificate in Water Purification Process Operations (NQF 2) or National Certificate in Industrial Water Treatment Support Operations (NQF 2) or all core subjects from National Certificate in Industrial Water Treatment Plant Operations (NQF 2). A statement of results will also be acceptable if the certificate has not been issued. * Must be health and physically fit 0 – 12 month's experience Working shifts only:- Able to work independently as supervisor to personnel under his supervision * The ability to work with mechanical sieve and incinerator * Knowledge of purification processes * Knowledge of chlorine, pumps and equipment <b>Duties:</b> Process Control: Plant Operations * General Functions: Plant Housekeeping/Cleaning activities - Support & Guidance : Reporting & Interacting						
Infrastructure Services	Sewerage	Ing 64	WC0530236	T3	General Assistant: W/S Purification	6
<b>Requirements:</b> NQF Level 1 * Able to read and write in order to read notice boards * Communication Skills * Machine operating skills * Up to 4 weeks experience <b>Duties:</b> Performing the manual labour in providing an efficient waste water and sanitation services : Perform manual labour tasks in maintaining aspects of the waterborne sewerage system (blockages mainly) for the system to function and service the community : Perform maintenance of pump stations : Tool and Equipment Care/Storage : Reporting and Interacting						
Infrastructure Services	Sewerage	Ing 184	WC0530584	T6	Plant Operator: Pump Stations	5
<b>Requirements:</b> Essential: An appropriate level of secondary education. (NQF 2) - Preferred: NQF Level 3 * Relevant plant operating experience (6 – 12 months) * The incumbent be physically fit and able bodied * Overtime work could become necessary during peak periods * Skills Required: Code B drivers' license * Good human relations, interpersonal and communication skills *Ability to speak and understand at least Afrikaans/English * High level of responsibility * Ability to give attention to detail <b>Duties:</b> Process Control: Plant Operations : General Functions: Plant Housekeeping/Cleaning Activities : Support & Guidance : Reporting & Interacting						
Infrastructure Services	Administration	Ing 73	WC0530254	T7	Clerk/Snr. Administration	
B Degree/ N Dipl or equivalent * NQF Level 7 * Skills Required: Code B Driver's license * Computer literacy (Office Applications) * Proficiency in at least 2 of the official languages of the Western						
Infrastructure Services	Roads & Storm Water Maintenan	Ing 96	WC0530300	T3	General Assistant: Roads & Storm Water	6
Infrastructure Services	Roads & Storm Water Maintenan	Ing 97	WC0530302	T3	General Assistant: Roads & Storm Water	6
Infrastructure Services	Roads & Storm Water Maintenan	Ing 124	WC0530358	T3	General Assistant: Roads & Storm Water	6
Infrastructure Services	Roads & Storm Water Maintenan	Ing 125	WC0530360	T3	General Assistant: Roads & Storm Water	6
Infrastructure Services	Roads & Storm Water Maintenan	Ing 126	WC0530362	T3	General Assistant: Roads & Storm Water	6
Infrastructure Services	Roads & Storm Water Maintenan	Ing 127	WC0530364	T3	General Assistant: Roads & Storm Water	6
Infrastructure Services	Roads & Storm Water Maintenan	Ing 130	WC0530370	T3	General Assistant: Roads & Storm Water	6





## BEAUFORT WEST MUNICIPALITY

Notice No. 05 / 2019

### Staff Vacancy



As an equal opportunity employer, the Municipality of Beaufort West, main centre of the Central Karoo, is currently offering a career opportunity to a suitable equipped person as:

### DIRECTOR: COMMUNITY SERVICES

**Appointment will be on a 5 (five year), Fixed Term Performance Contract**

**Remuneration:** Paid in terms of Government Gazette 41173 dated 10 October 2017.

**Minimum package:** R769 844 midpoint R864 944 maximum R960 143 plus 7% Rural allowance.

#### Qualifications and Requirements:

- \* Bachelor of Science degree in **Social Sciences/Public Administration/Law or equivalent**;
- \* Municipal Minimum Competency requirements for Local Government completed as per Regulations in Government Notice (certified proof must be attached or to be completed in 18 months after appointment)
- \* Minimum five (5) years' experience at Middle Management Level; and
- \* Have proven successful Institutional Transformation within Public and Private Sector
- \* Registration with a relevant professional body added advantage

#### Knowledge in the following areas:

- \* Good knowledge and understanding of relevant policies and legislation;
- \* Good knowledge and understanding of Institutional Governance Systems and Performance Management;
- \* Must be able to formulate Engineering Master Planning, Project Management and Implementation; and
- \* Good knowledge of Supply Chain Management Regulations and the Preferential Procurement Policy Framework Act.
- \* Understanding of council operations and delegations of powers, as well as; –
  - Environmental Health Service Management
  - Cemetery Management
  - Public Safety and Disaster Management
  - Human Settlement

#### Key performance areas:

- \* All community related services of council
- \* All council – based related environmental health functions.
- \* Overhead control of Human Settlement, Traffic Services, Fire Services, Waste Management Services and Parks & Recreation in accordance with relevant Policies and Legislation.
- \* Integrated services delivery with council's IDP
- \* Implementing and Managing an outcome – based performance system in the aforementioned components
- \* Identifying relevant Development needs in the community
- \* Personnel Development in aforementioned components
- \* Advising the Municipal Manager and timelines of the Council with regard to the above components
- \* Implementation and Maintenance of Employment Equity objectives
- \* Responsible for the overhead of budget of the abovementioned components

The position is located at the Beaufort West Municipality offices.

The applications for the above position must be accompanied by a detailed CV completed application form obtainable from our website - [www.beaufortwestmun.co.za](http://www.beaufortwestmun.co.za) or Human Resource Section.

Please note that the appointment is subject to disclosure of financial interest. Candidates will have to undergo competency based assessment and security vetting. The successful candidate will be subjected to the signing of an *Annual Performance Agreement and an Employment Contract*.

Please forward a detailed CV with prescribed application form of the Beaufort West Municipality together with your certified copies of qualifications, ID and drivers licence (including details of at least three (3) contactable references).

**No late, fax or e-mail applications will be accepted.**

\* The Municipal Manager, Private Bag 582, **Beaufort West**, 6970

**Hand deliver:** The Municipal Manager, 112 Donkin Street, **Beaufort West** 6970

Telephonic enquiries should be directed to the **Municipal Manager: Mr. Kosie Jacobus Haarhoff** at Tel No: 023 414 8195/8194 or **Director: Corporate Services: Mr Amos C Makendlana** at Tel. No. 023 414 8104/8181.

**Closing date:** Friday 8 February 2019

Municipal Office  
112 Donkin Street  
**BEAUFORT WEST**  
6970

KJ HAARHOFF  
**MUNICIPAL MANAGER**



## BEAUFORT WEST MUNICIPALITY

Notice No. 15/2019

### Staff Vacancy



As an equal opportunity employer, the Municipality of Beaufort West, main centre of the Central Karoo, is currently offering a career opportunity to a suitable equipped person as:

### DIRECTOR: INFRASTRUCTURE SERVICES

Appointment will be on a 5 (five year), Fixed Term Performance Contract

**Remuneration:** Paid in terms of Government Gazette 41173 dated 8 November 2018.

**Minimum package:** R811 416 midpoint R911 704 maximum R1 011, 911 plus 7% Rural allowance.

#### Qualifications and Requirements:

- \* Bachelor of Science degree in **Engineering /B Tech: Engineering or equivalent;**
- \* Municipal Minimum Competency requirements for Local Government completed as per Regulations in Government Notice (certified proof must be attached or to be completed in 18 months after appointment)
- \* Minimum five (5) years' experience at Senior Management Level; and
- \* Registration with a relevant professional body added advantage

#### Knowledge in the following areas:

- \* Good knowledge and understanding of relevant policies and legislation;
- \* Good knowledge and understanding of Institutional Governance Systems and Performance Management;
- \* Must have extensive knowledge of the Public Office Environment;
- \* Must be able to formulate engineering master planning, Project Management and Implementation; and
- \* Good knowledge of Supply Chain Management Regulations and the Preferential Procurement Policy Framework Act and;
- \* Understanding of council operations and delegations of powers,

#### Key performance areas:

- \* To manage infrastructure services provisioning to ensure the rendering of sustainable and affordable services to the community;
- \* Manage the construction, repair and maintenance and operational processes with regard to Water and Waste Water networks;
- \* Manage the construction repair and maintenance and operational processes with regard to Roads, Storm Water and Building Maintenance
- \* Manage the rendering of Spatial and Land use Planning and Building Control
- \* Manage the provisioning and maintenance of electrical and mechanical services to ensure the rendering of effective, efficient, economical, electrical and fleet maintenance service; and
- \* Provide Project Program Management Planning, Technical Support and GIS Services

The position is located at the Beaufort West Municipality offices.

Forward completed applications on the prescribed form for senior managers reporting to the municipal manager, obtainable from our website - [www.beaufortwestmun.co.za](http://www.beaufortwestmun.co.za) or Human Resource Section for the above position, accompanied by a detailed CV together with certified copies of qualifications, identity document and driver's licence including details of at least three (3) contactable references to –

\* The Municipal Manager, Private Bag 582, **Beaufort West**, 6970

**Hand deliver:** The Municipal Manager, 112 Donkin Street, **Beaufort West** 6970

Please note that this appointment is subject to disclosure of financial interest. Candidates will have to undergo a competency based assessment and security vetting. The successful candidate will be subjected to the signing of an *Annual Performance Agreement* and an *Employment Contract*.

**NB: No late, fax or e-mail applications will be accepted.**

Telephonic enquiries should be directed to the **Municipal Manager: Mr. Kosie Jacobus Haarhoff** at Tel No: 023 414 8195/8194 or **Director: Corporate Services: Mr Amos C Makendlana** at Tel. No. 023 414 8104/8181.

**Closing date: 1 March 2019**

Municipal Office  
112 Donkin Street  
**BEAUFORT WEST**  
6970

KJ HAARHOFF  
**MUNICIPAL MANAGER**





## BEAUFORT WEST MUNICIPALITY

Notice 27/2019

### DEPARTMENT: MUNICIPAL MANAGER

#### STAFF VACANCIES

##### 1. Executive Support

**Manager: Office of the Municipal Manager – Mun 4 – WC0530884 : Salary: T14 : R29373.36 per month**

This position is suitable for a person that is willing to work long and flexible hours without supervision and have the capacity to analyze and solve problems

##### **Qualifications - Requirements**

Diploma: Public Administration / Matric with extensive experience (3 to 5 years) in Local Governance

##### **Professional Skills:**

Strong organizing and mobilizations skills \*\* Computer literate \*\* Report writing and monitoring \*\* Community Liaison - understanding the political landscape and protocols \*\* Provide support and assistance to the office of the speaker and executive mayor \*\* Preparation of media briefings and reports \*\* Oversight over council decisions and implementation thereof \*\* Any auxiliary task that will assist council/municipality \*\* Manager in performing service delivery requirements \*\* Strong knowledge of security and VIP treatment \*\* An in depth understanding of political protocol and procedures in Local Government \*\* Strong understanding of inter-governmental relations

Valid Driver's Licence

##### **Experience**

Great communication skills \*\* Ability to manage time and prioritize tasks in an essential characteristic of efficient project managers \*\* Organizational awareness \*\* Problem solving \*\* Leadership

##### **Work duties**

Setting goals on completion of tasks and reaching of deadlines \*\* Dividing work into manageable activities and selecting people to accomplish the task that need to be done \*\* Provide technical and strategic support department and identified programmes \*\* Supporting on implementation of operational and capital budget \*\* General management in the office of the mayor \*\* Compiling regular progress report to council and municipal manager \*\* Monitoring all projects in the office of the municipal manager and progress thereof \*\* Detailed report writing both internally and externally \*\* Championing mandates by council

##### 2. Development Services

**Strategic Manager – Mun 14 – WC0530944 : Salary: T14 : R29373.36 per month**

##### **Job Purpose**

To manage key applications and procedures associated with the identification, implementation, monitoring and reporting of the effectiveness of Development Services i.e. IDP function, institutional performance management, SDBIP, local economic development, tourism initiatives, programmes and projects in creating a conducive environment for entrepreneurs and, committing and capacitating citizens, community based organizations, business and other interest groups towards achieving sustainable ways to meet social, economic and material needs and improve quality of life

##### **Qualifications/Requirements/Experience**

B-degree or equivalent qualification, major in public administration/ municipal administration/development studies \*\* NQF Level 7 \*\* Completed relevant Minimum Competency requirements in terms of National Treasury directives \*\* 5 years \*\* Managerial experience in a municipality \*\* Incumbent must attend meetings after normal office hours when required \*\* Incumbent to be a normal person with good health and the ability to perform manual operations

##### **Core Management Competency (CMC) requirements:**

Strategic management capability \*\* Financial Management \*\* Change Management \*\* People Management \*\* Communication \*\* Project Management, Planning & Organisation \*\* Knowledge Management \*\* Service delivery Innovation \*\* Problem Solving \*\* Corporate Orientations \*\* Negotiation skills

##### **Other Competence or Behaviour requirements:**

Basic Computer Literacy \*\* Ethics \*\* Customer Service \*\* Teamwork \*\* Leading Teams

##### **Reasons for essential qualification**

Flexibility in engaging with stakeholders on different levels from high level (Council, Municipal Manager, Senior Management, National & Provincial Government) to local (grass roots) level (NGO's, CBO's). Must be able to convey the complex strategic planning principles of the IDP to the different audiences noted above and pitch the IDP at their level of understanding.

A high degree of analytical abilities is also required of the post to comprehend and conceptualise the alignment of line department programmes/activities with the strategic goals of the IDP.

The position requires in-depth knowledge in economic development objectives and policy, is responsible for Economic Development input into Council Strategies, such as LED Strategy, Youth Strategy and Rural Development Strategy. In addition the position calls for integration between key sector departments, building of intergovernmental relations and monitoring and reporting on economic trends, supporting private sector initiatives supporting youth forums and municipal youth focal units and galvanizing community initiatives.

This position calls for multi-disciplinary knowledge of functions ranging from Economic Development, Social Development, Rural Development and Development and Sustainable Development.

The position requires inter-sectorial collaboration, close working relations with the Private and Public Sectors, ensuring reputable projection of image of the organization and management of stakeholder expectations.

The diversity of functions placed within this post calls for focused and objective driven management style and understanding of youth trends.

##### **Key duties**

Generic Management Functions \*\* Functional Management Functions \*\* Administration and Control \*\* Performance Management System Activities \*\* General/Support Functions

### 3. Institutional Performance Management

**Performance Management Officer – Mun 15 – WC0530946 : Salary: T12 : R23172.26 per month**

#### Job Purpose

To manage and co-ordinate the Institutional Performance Management System (PMS) to ensure that strategic planning takes place in the organisation, to enhance developmental governance, service delivery and public participation

#### Qualifications/Requirements/Experience

Applicable B Degree/ Diploma \*\* NQF Level 7

#### Skills:

Code B driver's licence \* Computer literacy \*\* Bilingualism \*\* Negotiation skills \*\* Attention to detail \*\* Interpersonal skills \*\* Communication skills both verbal and writing \*\* Facilitating skills \*\* Strategic thinking \*\* Knowledge of Risk Auditing \*\* 3 years general developmental and strategic experience

The post is accountable for procedural applications and outcomes associated with the implementation, monitoring and review sequences of the Performance Management cycle and, is required to report any deviations from standards and/or established measures to the immediate superior for attention.

#### Key duties:

Implement municipal performance management \*\* Control critical key performance areas of the Institutional Performance Management process and provides input into the broader objectives \*\* Coordinate and execute specific project/programme requirements and monitors application and outcomes \*\* Provide strategic direction on the development content of the Institutional Performance Management \*\* Manages, compiles, updates, annually revises the municipality's Performance Management System \*\* Conduct secondary research on PM related activities and key government policies and programmes \*\* Performs client and public service functions \*\* Reporting & Interacting

### 4. LED & Tourism

**SMME Development Officer – Mun 16 – WC0530892 : Salary: T12 : R23172.26 per month**

#### Job Purpose

To coordinate and control applications and processes associated with the enhancements of BEE and SMME in line with the Local Economic Development (LED) and the Integrated Development Plan (IDP) of the Municipality

#### Qualifications/Requirements/Experience

Graduate Diploma/ BDegree in Business Management/ or equivalent \*\* NQF 7

#### Skills Required:

Driver's license Code B \*\* Computer literacy \*\* Negotiation skills \*\* Communication skills \*\* Project management skills

Must have good administrative knowledge and skills specialized knowledge, business background and insight of the functional aspects of the post \*\* work overtime after normal office hours when required \*\* 3 years experience

#### Key duties

Responsible for the implementation of the SMME assistance programme so that the LED goals can be achieved \*\* Facilitate community skills development projects \*\* Endeavour to improve the level of informal trading services to all market users by facilitating improvement \*\* Preparation and submission of business plans \*\* Reporting & Interacting

**NB: Should you not be contacted by us within 3 months, please assume that your application has not been successful. Certified of documentation must be attached as proof of training as requested to be considered. Applicants without specific subjects in Grade 12 as requirement, will be disqualified automatically. The appointment will be subject to an initial probationary period of 6 (six) months after which the permanent confirmation of the appointment shall be reconsidered. Any person canvassing with the view of being appointed in a post, shall be disqualified from appointment.**

The prescribed application forms and further details regarding the duties/tasks of the posts can be obtained from mss. L Barnard/IF Dourie, Department: Corporate Services at telephone number 023 – 4148165/8190.

Completed application forms should be sent **before 16:00 on Friday 8 March 2018** and be addressed to: /

The Municipal Manager  
Private Bag 582  
Beaufort West  
6970

Municipal Office  
112 Donkin Street  
Beaufort West  
6970

KJ Haarhoff  
**Municipal Manager**

2019.02.26





BEAUFORT WEST MUNICIPALITY  
Staff Vacancy

**INTERNAL**

Beaufort West Municipality is fully committed to service delivery in its municipal area and to the goals set out in the Employment Equity Act (1998) and Council's Equity Plan. In order to promote the Municipality's representation of the people it serves, applications from the designated groups will have preference

**DEPARTMENT: CORPORATE SERVICES**

**Occupational Health & Safety Officer – Korp 45 : WC0530948**

**Salary: T12 – R23172.26 per month**

**Job Purpose**

To render occupational health, safety services to ensure compliance with relevant labour legislation, collective agreements and council policy

**Qualification - Requirements – Experience**

N. Diploma: Health & Safety – Construction Safety to be part of qualification.

NQF Level 7

SAMTRAC Certificate

**Skills Required:**

- Administrative competency to write reports.
- Code B Driving License.
- Computer Literacy in MS Word and MS Excel.
- Good communication abilities.
- Available for further training in Occupational Health and Safety.
- Technical background in maintenance and construction processes.

4 years' experience in an Occupational Health Safety and environment

The post requires of the incumbent to be a normal person with good health and the ability to perform manual operations

Work after hours/ Traveling to meeting venues, as needed from time to time.

**Key Duties :**

Occupational health and safety functions

Health and safety training

Health and safety committees

Recording and investigation

Administrative functions

Education and awareness

**Benefits**

Attractive benefits are offered such as \* Leave Bonus equal to one month's salary \* Pension-Provident/Retirement and Medical Aid Fund \* Housing Subsidy \* Ample leave \* Sick leave.

**Closing Date : Friday 8 March 2019 at 13:00**

NB: Should you not be contacted by us within 3 months, please assume that your application has not been successful. Certified copies of documentation of qualifications/valid drivers' licenses must be attached as proof to be considered. The appointment will be subject to an initial probationary period of 6 (six) months after which the permanent confirmation of the appointment shall be reconsidered. Any person canvassing with the view of being appointed in a post shall be disqualified from appointment. **NO APPLICATIONS VIA FAX OR E-MAIL WILL BE ACCEPTED.**

Full particulars and prescribed application forms can be obtained from **mrs. L Barnard/ms. IF Dourie at telephone 023-4148165/8190. Completed applications should be sent to or handed in at –**

The Municipal Manager, Private Bag 582, Beaufort-West, 6970

Municipal Office  
112 Donkin Street  
**Beaufort West**  
6970

KJ Haarhoff  
**Municipal Manager**



**BEAUFORT WEST MUNICIPALITY**

**Staff Vacancy**

**INTERNAL**

Beaufort West Municipality is fully committed to service delivery in its municipal area and to the goals set out in the Employment Equity Act (1998) and Council's Equity Plan. In order to promote the Municipality's representation of the people it serves, applications from the designated groups will have preference

**Permanent residence in MURRAYSBURG is a requirement**

**DEPARTMENT: CORPORATE SERVICES**

**LIBRARIAN – MBG 4**

**Salary: T10 starting notch: R16 625.16 per month**

**Requirements:**

Gr. 12/NQF 6 – Appropriate Diploma/equivalent (prior learning will be considered) - Good human relations – Good communications skills – Supervision & Management skills - 6 years' extensive knowledge in library information science – Valid Drivers' license – Computer literacy (MS Word, MS Excel & SLIMS)

**Duties**

Manage the Library within the Beaufort West Council's policies and Provincial Library Ordinance;

Promote reader awareness and support user needs;

Supervising and Managing Staff;

Report writing skills – monthly reports;

Attend to the problems and complaints regarding the behavior and achievements norms by arranging meetings, talks and information sessions regarding rules, regulations and service and standby personnel;

Give attention to capital budget, allocate specific purchases and organize maintenance work to specified building;

Developing library programs;

Executing administrative tasks;

Managing and planning displays;

Participating in Provincial and Municipal stock take

**Benefits**

Attractive benefits are offered such as \* Leave Bonus equal to one month's salary \* Pension-Provident/Retirement and Medical Aid Fund \* Housing Subsidy \* Ample leave \* Sick leave.

**Closing Date: FRIDAY 15 MARCH 2019**

NB: Should you not be contacted by us within 3 months, please assume that your application has not been successful. **Certified copies of documentation of qualifications/valid drivers' licenses must be attached as proof to be considered.** The appointment will be subject to an initial probationary period of 6 (six) months after which the permanent confirmation of the appointment shall be reconsidered. Any person canvassing with the view of being appointed in a post shall be disqualified from appointment. **NO APPLICATIONS VIA FAX OR E-MAIL WILL BE ACCEPTED.**

Full particulars and prescribed application form can be obtained from **mrs. L Barnard/ms. IF Dourie** at telephone **023-4148165/8190**. Completed applications should be sent to or handed in at –

The Municipal Manager, Private Bag 582, Beaufort-West, 6970

Municipal Office  
112 Donkin Street  
**Beaufort West**  
6970

KJ Haarhoff  
**MUNICIPAL MANAGER**





## BEAUFORT WEST MUNICIPALITY

Staff Vacancy  
Notice Nr. 45/2019

### Section: Murraysburg Office

Beaufort West Municipality is fully committed to service delivery in its municipal area and to the goals set out in the Employment Equity Act (1998) and Council's Equity Plan. In order to promote the Municipality's representation of the people it serves, applications from the designated groups will have preference to be appointed in the following positions

### ***Permanent residence in Murraysburg is a requirement***

#### MURRAYSBURG OFFICE

##### **Librarian – Mbg 4**

**Salary: T10 : R16,625.16 pm**

**Job Purpose:**

In charge of Library

Co-ordinates the operations of the Library Services and monitors the execution of procedural sequences/ requirements associated with aligning standards to meet customer objectivities, attending to the acquisition, organization of information and, interacting and providing users with information from various media, creating an environment conducive to learning through the arrangement of displays and signage of new library materials and attending to administrative reporting and record updating requirements.

**Requirements/Experience:**

Relevant degree in Librarianship or any relevant degree/extensive library services experience  
Computer competence with Excel, Word and knowledge of SLIMS will be an added advantage  
3 years' relevant experience  
Ability to communicate in at least two of the three official languages of the Western Cape  
Good human relations and extensive general knowledge  
Good verbal and communication skills  
Knowledge of authors, book titles and interest in reading

**Duties:**

Ensure that Murraysburg library is providing the necessary services effectively to the communities  
Perform supervisory functions  
Responsible for dealing with disciplinary and grievance procedure  
Handle enquiries from the public  
Building stock by taking part in the selection process via SLIMS computer  
Drafting of monthly reports and statistics  
Promoting and marketing of Murraysburg library  
Perform general library counter activities to the public  
Organise, control and maintain library material  
Perform other general administration and tasks

**Closing Date : Friday 3 May 2019**

Full particulars and prescribed application forms can be obtained from **at the Murraysburg Office, 23 Beaufort Street, Murraysburg and the municipal website: [www.beaufortwestmun.co.za](http://www.beaufortwestmun.co.za)**

**Completed applications should be sent to or handed in at -**

**The Municipal Office, 23 Beaufort Street, Murraysburg 6995**

Municipal Office  
112 Donkin Street  
**Beaufort West**  
6970

KJ Haarhoff  
**Municipal Manager**

2019.04.16



**BEAUFORT WEST MUNICIPALITY**  
**Staff Vacancy**  
**Notice Nr. 45/2019**  
**Section: Murraysburg Office**

Beaufort West Municipality is fully committed to service delivery in its municipal area and to the goals set out in the Employment Equity Act (1998) and Council's Equity Plan. In order to promote the Municipality's representation of the people it serves, applications from the designated groups will have preference to be appointed in the following positions

***Permanent residence in Murraysburg is a requirement***

**MURRAYSBURG OFFICE**

**Librarian – Mbg 4**

**Salary: T10 : R16,625.16 pm**

**Job Purpose:**

In charge of Library

Co-ordinates the operations of the Library Services and monitors the execution of procedural sequences/ requirements associated with aligning standards to meet customer objectivities, attending to the acquisition, organization of information and, interacting and providing users with information from various media, creating an environment conducive to learning through the arrangement of displays and signage of new library materials and attending to administrative reporting and record updating requirements.

**Requirements/Experience:**

National Diploma in Library Science/ Degree as an advantage / extensive library services experience minimum 5 years

**Skills Required:**

- Communication skills in at least two of the three official languages of the Western Cape
- Basic computer competency – Excel, Word & knowledge of SLIMS will be an added advantage
- Must be able to use the Internet
- Bilingualism
- Public relations skills
- Managerial skills
- Good human relations and extensive general knowledge
- Good verbal and communication skills - knowledge of authors, book titles and interest in reading
- Code B Driver's license
- Interpersonal skills

**Duties:**

Ensure that Murraysburg library is providing the necessary services effectively to the communities

Perform supervisory functions

Responsible for dealing with disciplinary and grievance procedure

Handle enquiries from the public

Building stock by taking part in the selection process via SLIMS computer

Drafting of monthly reports and statistics

Promoting and marketing of Murraysburg library

Perform general library counter activities to the public

Organise, control and maintain library material

Perform other general administration and tasks

**Closing Date : Friday 10 May 2019**

Full particulars and prescribed application forms can be obtained from **at the Murraysburg Office, 23 Beaufort Street, Murraysburg and the municipal website: [www.beaufortwestmun.co.za](http://www.beaufortwestmun.co.za)**

**Completed applications should be sent to or handed in at -**

**The Municipal Office, 23 Beaufort Street, Murraysburg 6995**

Municipal Office  
112 Donkin Street  
**Beaufort West**  
6970

KJ Haarhoff  
**Municipal Manager**





BEAUFORT WEST MUNICIPALITY

Staff Vacancy

**INTERNAL**

Beaufort West Municipality is fully committed to service delivery in its municipal area and to the goals set out in the Employment Equity Act (1998) and Council's Equity Plan. In order to promote the Municipality's representation of the people it serves, applications from the designated groups will have preference

***Permanent residence in MURRAYSBURG is a requirement***

**DEPARTMENT: CORPORATE SERVICES**

**LIBRARIAN – MBG 4**

**Salary: T10 starting notch: R16 625.16 per month**

**Requirements:**

Gr. 12/NQF 6 – Appropriate Diploma/equivalent (prior learning will be considered) - Good human relations – Good communications skills – Supervision & Management skills - 6 years' extensive knowledge in library information science – Valid Drivers' license – Computer literacy (MS Word, MS Excel & SLIMS)

**Duties**

Manage the Library within the Beaufort West Council's policies and Provincial Library Ordinance;

Promote reader awareness and support user needs;

Supervising and Managing Staff;

Report writing skills – monthly reports;

Attend to the problems and complaints regarding the behavior and achievements norms by arranging meetings, talks and information sessions regarding rules, regulations and service and standby personnel;

Give attention to capital budget, allocate specific purchases and organize maintenance work to specified building;

Developing library programs;

Executing administrative tasks;

Managing and planning displays;

Participating in Provincial and Municipal stock take

**Benefits**

*Attractive benefits are offered such as \* Leave Bonus equal to one month's salary \* Pension-Provident/Retirement and Medical Aid Fund \* Housing Subsidy \* Ample leave \* Sick leave.*

**Closing Date: FRIDAY 15 MARCH 2019**

NB: Should you not be contacted by us within 3 months, please assume that your application has not been successful. **Certified copies of documentation of qualifications/valid drivers' licenses must be attached as proof to be considered.** The appointment will be subject to an initial probationary period of 6 (six) months after which the permanent confirmation of the appointment shall be reconsidered. Any person canvassing with the view of being appointed in a post shall be disqualified from appointment. **NO APPLICATIONS VIA FAX OR E-MAIL WILL BE ACCEPTED.**

Full particulars and prescribed application form can be obtained from **mrs. L Barnard/ms. IF Dourie** at telephone **023-4148165/8190**. Completed applications should be sent to or handed in at –

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Municipal Office  
112 Donkin Street  
**Beaufort West**  
6970

KJ Haarhoff  
**MUNICIPAL MANAGER**



BEAUFORT WEST MUNICIPALITY  
Staff Vacancy

**INTERNAL**

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DEPARTMENT: CORPORATE SERVICES

**Public Participation Officer: Councillor Support x 2**  
**Korp 43 – WC0530930 & Korp 44 – WC0530932**

**Salary: T6 – R9,635.83 per month**

**Job Purpose**

To coordinate public participation processes associated with the delivery of plans and programs to promote and achieve sound public participation objectives.

**Qualification - Requirements – Experience**

Gr 12 - NQF Level 4

**Skills Required:**

- Computer skills (Word, Excel, Power Point & Internet)
- Proficiency in spelling, grammar, punctuation, and further English language skills
- Good at typewriting
- Must be tactful in dealing with people
- Discretion, good judgment ability, adaptable and versatile - Diplomatic when required
- Initiative, stress tolerance, and customer-service orientation
- Responsible and organisational skills
- Good sight, hearing and speech ability
- Ability to perform manual operations

Must work overtime/attend meetings after normal office hours when required

The coordinative and reporting requirements associated with this post require in depth application of public participation processes

1 year applicable experience

**Key Duties :**

- Coordinate the execution of critical key performance areas of the functionality and facilitates processes to ensure participation and involvement of the community
- Coordinate and support key performance areas of the functionality and facilitates a liaison service between the community and Municipality
- Maintain database for assisting councilors and the community with distribution relevant information
- Collaborate in the process of organizing events and campaigns
- Ensure that proper reporting procedures are executed
- Ensure that the post's responsibilities regarding interaction and liaison are efficiently executed

**Benefits:**

Leave Bonus equal to one month's salary \* Pension-Provident/Retirement and Medical Aid Fund \* Housing Subsidy \* Ample leave & Sick leave.

**Closing Date: Friday 21 JUNE 2019 16:15**

NB: Should you not be contacted by us within 3 months, please assume that your application has not been successful. Certified copies of documentation of qualifications/valid drivers' licenses must be attached as proof to be considered. The appointment will be subject to an initial probationary period of 6 (six) months after which the permanent confirmation of the appointment shall be reconsidered. Any person canvassing with the view of being appointed in a post shall be disqualified from appointment. **NO APPLICATIONS VIA FAX OR E-MAIL WILL BE ACCEPTED.**

Full particulars and prescribed application forms can be obtained from **mrs. L Barnard/ms. IF Dourie at telephone 023-4148165/8190. Completed applications should be sent to or handed in at –**

The Municipal Manager, Private Bag 582, Beaufort-West, 6970

Municipal Office  
112 Donkin Street  
**Beaufort West**  
6970

AC Makendlana  
**ACTING: MUNICIPAL MANAGER**

2019-06-11