

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.

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

DIRECTORATE: CORPORATE AND PUBLIC SAFETY SERVICES

DEPARTMENT: LIBRARIES

LIBRARY AID: LAINGVILLE

Applicants must be in possession of a: Grade 12 • 1-year basic cleaning and administrative experience • Basic computer skills • Good communication skills in two of the three official languages of the Western Cape.

Duties will entail: Responsible for cleaning and maintaining of the library facility • Assist users on the floor • Maintenance of library material • General support functions • Assist users at the ICT section.

Competencies: Service delivery orientation • Interpersonal relationships • Communication • Action orientation • Resilience • Accountability and ethical conduct • Customer orientation and customer focus • Action orientation • Resilience • Accountability and ethical conduct • Learning orientation • Impact and influence • Team orientation.

Salary Scale: T5 (R129 839.16 – R167 712.24 p. a)

Enquiries: Ms T Sass (022) 701 6910

LIBRARY ASSISTANT: LANGEBAAN LIBRARY

Applicants must be in possession of a: Grade 12 • 6 months-1 year experience within the library environment • Computer literate (MS Office) • Member of LIASA will be an added advantage • Good communication skills in two of the three official languages of the Western Cape.

Duties will entail: Directly assisting the public in the general use of the library's resources and with reference enquiries • Performing circulation control functions • Assisting with developing a reading culture • Assisting with promoting library service and outreach programmes • Assisting the public with basic reading and information enquiries • Performing necessary administrative tasks to ensure that the library functions effectively • Maintain collections using established procedures and systems • Apply basic concepts and knowledge

at aspects within the library and information services discipline • Basic understanding , knowledge and application of aspects, principles practises and procedures within the library and information service discipline.

Competencies: Service delivery orientation • Interpersonal relationships • Communication • Action orientation • Resilience • Accountability and ethical conduct • Customer orientation and customer focus • Action orientation • Accountability and ethical conduct • Learning orientation • Impact and influence • Team orientation.

Salary Scale: T7 (R184 408.68 – R239 350.92 p.a)

Enquiries: Ms T Sass (022) 701 6910

DIRECTORATE: FINANCE

DEPARTMENT: REVENUE

HANDYMAN: ELECTRICAL

Minimum requirements: Grade 11 OR equivalent N2 certificate • Studying towards an electrical trade • M3 electrical training • Valid Code B driver's license • Good communication skills in two of the three Western Cape languages • 1 years 'relevant experience.

Preferred requirements: Grade 12 • 2 years relevant experience • Trade certificate • M6 electrical training • Valid Code B driver's license.

Duties will entail: Disconnect and reconnect of conventional electricity supply • Inspection and fault reporting • Carries out general and administrative functions • Occupational health and safety • Driving of Municipal vehicle and delivering notices.

Competencies: Planning & Organising • Problem solving • Quality orientation • Workplace safety • Discipline specific skills • Learning orientation • Accountability and ethical conduct • Communication • Resilience • interpersonal relationships • Service delivery orientation • Action and outcome orientation • Ethics and accountability • Impact and influence • Team orientation • Direction setting • Coaching and mentoring.

Salary Scale: T8 (R207 624.72 – R 269 509.32 p.a)

Enquiries: Mr C Mangiagalli (022) 701 7106

HANDYMAN: WATER

Minimum requirements: Grade 10 • Valid Code B driver's license • Good communication skills in two of the three Western Cape languages • 1 years 'relevant experience.

Preferred requirements: Grade 12 • 2 years relevant experience • Valid Code B driver's license.

Duties will entail: Installation of water restrictive valves • Disconnection/restriction/reconnecting of water flow • Water meter readings • Verification checks on meters/ restrictors • Administrative duties • Delivery of legal documentation to the local courts • Delivery of notices to consumers • Filling • Asset management.

Competencies: Planning & Organising • Problem solving • Quality orientation • Workplace safety • Discipline specific skills • Learning orientation • Accountability and ethical conduct • Communication • Resilience • interpersonal relationships • Service delivery orientation • Action and outcome orientation • Ethics and accountability • Impact and influence • Team orientation • Direction setting • Coaching and mentoring.

Salary Scale: T6 (R152 533.56 – R 197 995.08 p.a)

Enquiries: Mr C Mangiagalli (022) 701 7106

RELIEF CASHIER/CLERK

Applicants must be in possession of a: Grade 12 with accounting • 2-5 years relevant experience of which 2 years must be supervisory experience • Computer literate (MS Office) • Valid code B driver's license • Good communication skills in two of the three official languages of the Western Cape • Work well under pressure • Capable to work with public and handle large amounts of money.

Duties will entail: Serves as an enquiry clerk or cashier at the different finance satellite offices or at the main office • Performs tasks/ activities associated with the receiving and receipting of payments for services from the public • Providing information and explain charges and penalties on consumer's municipal account • Reconciliation of daily totals against received and preparing of schedules for verification prior to forwarding cash and cheques for depositing • Provide a public service to debtors, creating and maintaining of records, handling of account enquiries • Applying council's Debt Collection and Credit control, Indigent and Property rates policy • When acting as Senior Clerk at satellite office supervision of subordinates • Serves as balancing clerk to cashiers • Applying all councils policies and safeguarding of councils properties in respective area of responsibility • Ensure that the satellite office is operating effective and efficiently • Maintain good customer relations.

Competencies: Service delivery orientation • Direction setting • Written communication • Action orientation • Resilience • Cognitive ability • Customer orientation and customer focus • Action orientation • Impact and influence • Ethics and professionalism • Attention to detail • Learning orientation • Team orientation • Coaching and mentoring • Change readiness • Action and outcome orientation • Client orientation and customer focus • Data processing and analysing • Use of technology • Planning and organising • Organisational awareness

Salary Scale: T8 (R207 624.72 – R 269 509.32 p.a)

Enquiries: Mr H Damons (022) 701 7037

CLERK: METER READING

Applicants must be in possession of a: Grade 12 with accounting • 2 years relevant experience • Computer literate (MS Office) • Valid code B driver's license • Good communication skills in two of the three official languages of the Western Cape • Must be able to handle conflict • Be able to work independently.

Duties will entail: Process of municipal meters (water and electricity) on meter reading system • Process of municipal meters (water and electricity) on council's financial system • Customer care and communication with internal and external stakeholders • Processing of the gathered data regarding the maintenance of consumer meters.

Preferred requirements: Grade 12 with accounting • 3-5 years relevant experience which includes supervisory experience • Valid Code B driver's license.

Competencies: Service delivery orientation • Written communication • Action orientation • Resilience • Cognitive ability • Customer orientation and customer focus • Impact and influence • Ethics and professionalism • Attention to detail • Learning orientation • Team orientation • Coaching and mentoring • Change readiness • Action and outcome orientation • Client orientation and customer focus • Data processing and analysing • Use of technology • Planning and organising • Organisational awareness

Salary Scale: T7 (R184 408.68 – R 239 350.92 p.a)

Enquiries: Mr H Damons (022) 701 7037

ADMINISTRATOR: COLLECTIONS

Applicants must be in possession of a: Grade 12 with accounting • 2-3 years relevant clerical/ office administration or general accounting experience • Computer literate (MS Office) • Valid code B driver's license • Good communication skills in two of the three official languages of the Western Cape • Must be able to handle conflict • Be able to work independently • Be able to work under intense pressure • Preference will be given to people with collections background.

Duties will entail: Enquiries/ Customer care • Enforcement mechanisms on arrear accounts • Issuing of final demands • Investigation of tampered meters • Indigent subsidy applications • Management of deceased accounts • Issuing of summonses • Assist supervisor with various tasks in section • Filling/ Asset management.

Competencies: Oral Communication • 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 • Service delivery orientation • Client orientation and customer focus • Resilience • Action and outcome orientation • Cognitive ability • Change

readiness • Learning orientation • Impact and influence • Team orientation • Direction setting
• Coaching and mentoring.

Salary Scale: T7 (R184 408.68 – R 239 350.92 p.a)
Enquiries: Mr C Mangiagalli (022) 701 7106

DIRECTORATE: INFRASTRUCTURE AND PLANNING SERVICES

DEPARTMENT: SOLID WASTE

CRANE OPERATOR: REFUSE

Applicants must be in possession of a: Grade 9 OR equivalent • 6 months-1 year relevant experience • Crane operator's card must be obtained within 6 months of appointment • 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 basic implements

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

Salary Scale: T5 (R129 839.16 – R167 712.24 p. a)

Enquiries: Mr J Talmakkies (022) 701 6937

OPERATOR: FRONT END LOADER

Applicants must be in possession of a: Valid code CI with PrDP • 1-2years relevant landfill operator experience • Good communication skills in two of the three official languages of the Western Cape.

Duties will entail: Operating various plants such as landfill compactor, loader and front-end loader • Performs basic maintenance on mechanical plant • Must be able to work under pressure from time to time • must operate the mechanical plants safely in traffic

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

Salary Scale: T7 (R184 408.68 – R239 350.92 p.a)

Enquiries: Mr M Cleophas (022) 701 7071

GATEKEEPER: VREDENBURG

Applicants must be in possession of a: Grade 12 • 1-2 years general administrative experience • Computer literate • Preference will be given to people with weighbridge controller experience • Good communication skills in two of the three official languages of the Western Cape.

Duties will entail: Performs all responsibilities associated with the full operation of a specialised weighbridge installation and the control of vehicles and people accessing the transfer station/landfill site • Execute permit requirements, generate monthly waste reports and maintain transactional/financial administrative systems • Ensure proper gate control • Render an information management and administrative support function • Ensure information and records detailing processes/ activities/operations are updated, maintained and made available to support departmental planning and decision making process as well as supporting the operational outputs • Act as the primary point of contact between the council and customers utilising disposal services at landfill site and assuming responsibility for customer liaison • Ensure that customer service engagements capably support the departmental service delivery objectives through the provision of accurate and up to date information which enable complaints/queries to be attended to appropriately and timeously • Must advice with regards to municipal recycling processes.

Competencies: Service delivery orientation • Direction setting • Written communication • Action orientation • Resilience • Cognitive ability • Customer orientation and customer focus • Action orientation • Impact and influence • Ethics and professionalism • Attention to detail • Learning orientation • Team orientation • Coaching and mentoring • Change readiness • Action and outcome orientation • Client orientation and customer focus • Data processing and analysing • Use of technology • Planning and organising • Organisational awareness.

Salary Scale: T7 (R184 408.68 – R 239 350.92 p.a)

Enquiries: Mr M Cleophas (022) 701 7071

HANDYMAN: DRIVER: SOLID WASTE

Minimum requirements: Grade 10 • Valid Code C1 driver's license with PrDP • Good communication skills in two of the three Western Cape languages • 1-2 years 'relevant waste collection experience.

Duties will entail: Daily completion of logbook and timesheet • Daily inspection of vehicle • Collection of the recycling in the SBM offices in all towns • Collection of condemned food from different shops within SBM area • Collection of dead animals from the Vet hospital within SBM • Cleaning up dead animals on the road/public spaces • To keep the SBM area liveable for the visitors and citizens • To ensure safety in the workplace by means of application of NOSA guidelines to ensure a safety and healthy working environment • Asset management.

Competencies: Planning & Organising • Problem solving • Quality orientation • Workplace safety • Discipline specific skills • Learning orientation • Accountability and ethical conduct • Communication • Resilience • interpersonal relationships • Service delivery orientation • Action and outcome orientation • Ethics and accountability • Impact and influence • Team orientation • Direction setting • Coaching and mentoring.

Salary Scale: T6 (R152 533.56 – R 197 995.08 p. a)

Enquiries: Mr J Talmakkies (022) 701 6937

GENERAL ASSISTANT: CLEANSING

Applicants must be in possession of a: Grade 6 • 6 months-1 year relevant landfill site 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 basic implements

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

Salary Scale: T3 (R115 334.76 – R135 488.52 p. a)

Enquiries: Mr M Cleophas (022) 701 7071

DIRECTORATE: COMMUNITY AND OPERATIONAL SERVICES

DEPARTMENT: AREA ENGINEERING

GENERAL ASSISTANT: WATER AND SANITATION

Applicants must be in possession of a: Grade 6 • 6 months relevant water and sanitation experience • Preference will be given to people residing within the St Helena Bay area • 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: T5 (R129 839.16 – R167 712.24 p. a)

Enquiries: Mr L Msindo (022) 701 6937

GENERAL ASSISTANT: PUBLIC OPEN SPACES/ROADS

Applicants must be in possession of a: Grade 6 • 6 months relevant public open spaces/roads experience • Preference will be given to people residing within the St Helena Bay area • 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 (R115 334.76 – R135 488.52 p. a)

Enquiries: Mr L Msindo (022) 701 6937

SUPERVISOR: WATER AND SANITATION ST HELENA BAY XI VREDENBURG XI

Applicants must be in possession of a: Grade 9 • 1-2 years relevant water and supervisory experience • Valid Code B driver's license with PrDP • Good communication skills in two of the three official languages of the Western Cape.

Duties will entail: Oversee a small group of workers performing basic/ elementary functions • Performs the same work but leads the team • Operational supervisor typically drives a vehicle • Works independently under general instruction.

Competencies: Problem solving • Planning and organising • Organisational awareness • People management • Task management • Workplace safety • Interpersonal relationship • Communication • Service delivery orientation • Team orientation.

Salary Scale: T9 (R233 725.20 – R303 425.04 p. a)

Enquiries: Mr L Msindo (022) 701 6937

PLEASE NOTE THAT ONLY HAND DELIVERED APPLICATIONS WILL BE ACCEPTED.

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

Closing Date: 14 July 2023 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 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 should be forwarded to Human Resource Services, Private Bag X12, Vredenburg, 7380 or via email to: jobs@sbm.gov.za.
- 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.