



**INTERNAL ADVERTISEMENT
DEPARTMENT: COMMUNITY SERVICES**

Applications are hereby invited from suitably qualified and experienced persons for the following vacant positions:

POST: ENVIRONMENTAL AND WASTE COMPLIANCE OFFICER

SALARY TK 12

SALARY SCALE: R430 332- R558 528

QUALIFICATION AND EXPERIENCE REQUIRED

- Grade 12
- National Diploma in Environmental Health/ Environmental Management or Equivalent– NQF level 6
- Peace Officers Certificate.
- Code EB Driver's license
- Interpersonal Skills
- Report writing
- Computer Literate – Office Applications
- 2 Years' experience

ENVIRONMENTAL FUNCTIONS

INSPECTIONS & COMPLIANCE

Conducts inspections of residential, commercial or other occupied premises and/ or open spaces and/ or public facilities to determine compliance to by-laws and statutory legislation by:

- Responding to complaints from public and Environmental Health Practitioners and EIA Officers regarding overgrown vacant land, indiscriminate dumping, general hygiene, refuse and sanitation.
- Visiting specific premises/ sites and establishing details of owner and serving of notices.
- Conducts follow-up inspections on overgrown vacant land and coordinates clearing by default for non-compliance.
- Providing pest control measures on Municipal owned properties.
- Monitoring awareness and adequacy of procedures related to refuse and waste handling and disposal.
- Evaluating awareness and adequacy of procedures related to refuse and waste handling and disposal and collects and performs tests/ analysis on samples.
- Identifying polluting sources and agents and/ or attending community concerns on the spread of infectious diseases and conducts environmental health, hazard and risk assessments.

ENFORCING COMPLIANCE

- Enforces specific procedures and measures on residents, commercial and industrial businesses by:
- Seeking approval and serving statutory notifications to stop or correct specific sequences to enable compliance.
- Conducting compliance inspections to identify illegal activities/ contraventions.
- Monitoring conformance with served orders through scheduled or ad hoc inspection.

- Reporting continuous infringement or serious contraventions to the immediate superior for approval to institute further/ or urgent measures such as termination of operations, closure of premises and issuing of fines.
- Enforcing all related legislation and by-laws as designated.

ADMINISTRATION FUNCTIONS

REPORTS AND CORRESPONDENCE

Compiles reports associated with the key performance and result indicators of the functionality by:

- Preparing productivity reports referring to statistical data and qualitative information related to specific investigations and complaints.
- Completing instructional/ operational documentation (vehicle log sheets, etc.) extracting information from field reports/ activity lists and forwarding for approval and processing.
- Preparing responses to correspondences and queries/complaints, extracting information and records to support content, recommendations and/ or opinion and seeks approval from the immediate superior prior to circulation.
- Completing details/ information on statutory notices indicating non-compliance to specific codes and regulations, forwarding for approval prior to serving on offenders.
- Maintaining files and documentation related to the activities of the functionality using sequential codes to facilitate access and retrieval of information.

POST: SUPERVISOR: REFUSE COLLECTION

- **GRAAFF-REINET X1**

SALARY TK: 7

SALARY SCALE: R216 372 – R28 824

QUALIFICATION AND EXPERIENCE REQUIRED

Appropriate level of Secondary Education- NQF Level 5

- Code EC driver license- PrDP.
- 1-Year relevant experience.
- **Clean criminal record (proof must accompany application)**

CORE RESPONSIBILITIES

OPERATIONAL CONTROL

RESOURCE PLANNING AND CONTROL

Plans, prioritises and schedules the removal of refuse and removal of refuse that was illegally dumped by:

- Communicating with the Superintendent and establishing technical details/ specifications and requirements for specific refuse removal and illegal dumping activities.
- Analysing resource requirements against work scope and time frames and/ or providing input into the procurement/ purchasing of tools/ equipment with a view to optimising utilisation and achieving cost effective and uninterrupted operations.
- Preparing resource allocation schedules (cost, material and time spread) and priority programmes for execution and conducting briefing/ explaining personnel requirements and outcomes.
- Responding to urgent/ unscheduled work requests, allocating resources and providing direction/ guidance on requirements and expected outputs to personnel.

INFORMATION RECORDING

Completes internal transactional documentation (e.g. tally sheets, log sheet, progress report, etc.) and related forms (vehicle checklist), by

- Inserting the relevant information (quantitative/ qualitative) and/ or details of activities.
- Forwarding to the relevant personnel for processing.

- Referring to work schedules and registers to correct deviations in entries, raised during processing.

SUPERVISION

Coordinates tasks/ activities associated with controlling personnel performance, productivity and discipline within the functionality by:

- Monitoring attendance/ conduct and output and addressing deviations from agreed performance indicators through meetings/ counseling and/ or other approved methods designed to improve and motivate personnel.
- Establishing the adequacy and availability of personnel against agreed outcomes and motivating to the immediate superior for additional resources.
- Addressing workplace conflict/ conduct through the initiation and coordination of consultative processes and implementation of specific disciplinary procedures.
- Supervising personnel/immediate subordinates on daily activities and ensuring effective service delivery within the Municipality.

GENERAL REFUSE COLLECTION AND DISPOSAL ACTIVITIES VEHICLE OPERATIONS & MONITORING OF WORK PROCESSES

Performs specific tasks associated with the operation of vehicles and monitoring the cleaning, collection and disposal of refuse, by

- Reporting and seeking approval and guidelines on specific collection procedures from the immediate superior and implementing adjustments.
- Attending queries from personnel with regards to specific illegal dumping complaints, assessing and providing information on the need for separation or continuation with collection sequence
- Monitoring the collection of waste from illegal dump sites.
- Driving to refuse disposal/ landfill sites, monitoring the offloading of waste from the vehicle, informing personnel of specific guidelines with respect to waste separation where necessary.
- Conducting site/area checks and verifying service satisfaction among commercial and residential customers.
- Attending to customer's needs (in addition to waste bins, etc.) and recommending alternative solutions for refuse management.

COMMUNICATION

Performs specific activities associated with communications and providing support to line functions by:

- Interacting with the immediate superior to establish and confirm service delivery priorities and, instructing subordinates on collection/cleaning routes supporting the directives of the immediate superior.
- Interacting with the immediate subordinates with regards to task priorities and providing materials to support personnel to facilitate the refuse services functions.

POST: SUPERVISOR- ILLEGAL DUMPING AND SKIPS

- **GRAAFF-REINET X1**

SALARY TK: 7

SALARY SCALE: R216 372 – R280 824

QUALIFICATION AND EXPERIENCE REQUIRED

Appropriate level of Secondary Education- NQF Level 5

- Code EC driver license- PrDP.
- 1-Year relevant experience.
- **Clean criminal record (proof must accompany application)**

CORE RESPONSIBILITIES

OPERATIONAL CONTROL

RESOURCE PLANNING AND CONTROL

Plans, prioritises and schedules the removal of refuse and removal of refuse that was illegally dumped by:

- Communicating with the Superintendent and establishing technical details/ specifications and requirements for specific refuse removal and illegal dumping activities.
- Analysing resource requirements against work scope and time frames and/ or providing input into the procurement/ purchasing of tools/ equipment with a view to optimising utilisation and achieving cost effective and uninterrupted operations.
- Preparing resource allocation schedules (cost, material and time spread) and priority programmes for execution and conducting briefing/ explaining personnel requirements and outcomes.
- Responding to urgent/ unscheduled work requests, allocating resources and providing direction/ guidance on requirements and expected outputs to personnel.

INFORMATION RECORDING

Completes internal transactional documentation (e.g. tally sheets, log sheet, progress report, etc.) and related forms (vehicle checklist), by

- Inserting the relevant information (quantitative/ qualitative) and/ or details of activities.
- Forwarding to the relevant personnel for processing.
- Referring to work schedules and registers to correct deviations in entries, raised during processing.

SUPERVISION

Coordinates tasks/ activities associated with controlling personnel performance, productivity and discipline within the functionality by:

- Monitoring attendance/ conduct and output and addressing deviations from agreed performance indicators through meetings/ counselling and/ or other approved methods designed to improve and motivate personnel.
- Establishing the adequacy and availability of personnel against agreed outcomes and motivating to the immediate superior for additional resources.
- Addressing workplace conflict/ conduct through the initiation and coordination of consultative processes and implementation of specific disciplinary procedures.
- Supervising personnel/immediate subordinates on daily activities and ensuring effective service delivery within the Municipality.

GENERAL REFUSE COLLECTION AND DISPOSAL ACTIVITIES

VEHICLE OPERATIONS & MONITORING OF WORK PROCESSES

Performs specific tasks associated with the operation of vehicles and monitoring the cleaning, collection and disposal of refuse, by:

- Reporting and seeking approval and guidelines on specific collection procedures from the immediate superior and implementing adjustments.

- Attending to queries from personnel with regards to specific illegal dumping complaints, assessing and providing information on the need for separation or continuation with collection sequence
- Monitoring the collection of waste from illegal dump sites.
- Driving to refuse disposal/ landfill sites, monitoring the offloading of waste from the vehicle, informing personnel of specific guidelines with respect to waste separation where necessary.
- Conducting site/area checks and verifying service satisfaction among commercial and residential customers.
- Attending to customer's needs (addition of waste bins, etc.) and recommending alternative solutions for refuse management

COMMUNICATION

Performs specific activities associated with communications and providing support to line functions by:

- Interacting with the immediate superior to establish and confirm service delivery priorities and, instructing subordinates on collection/cleaning routes supporting the directives of the immediate superior.
- Interacting with the immediate subordinates with regards to task priorities and providing materials to support personnel to facilitate the refuse services functions.

All applicants must complete the official Dr Beyers Naude Local Municipal application form which must be accompanied by a detailed curriculum vitae plus certified copies of all qualifications not older than two (2) months which must reach the Senior Human Resources Officer, (Mrs.H.C.Wessels) at the following addresses: Dr Beyers Naude Local Municipality, P.O. Box 71, Graaff-Reinet, 6280, Email: recruitment@bnlm.gov.za not later than, **Monday, 14 September 2026**. Late applications will not be considered. The municipality is committed to the provisions of the Employment Equity Act in its Recruitment/Employment policies. Applicants who have not been contacted within six (6) weeks from the closing date of the advert should consider themselves unsuccessful, applicants should also consider themselves unsuccessful when not contacted six (6) weeks after the interviews. Canvassing of councillors or officials in respect of the position will lead to the disqualification of the applicant. Council reserves the right to fill or not to fill the vacancy.

DR E.M. RANKWANA
MUNICIPAL MANAGER

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Graaff-Reinet
6280

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REFERENCE NO. 126-2026