Dr. Beyers Naudé
MUNICIPALITY | MUNISIPALITEIT | UMASIPALA
rising together for development

INTERNAL & EXTERNAL ADVERTISEMENT
DEPARTMENT: FINANCIAL SERVICES

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

POST: CONTRACT AND COMPLIANCE MANAGEMENT OFFICER
SALARY TK: 11
SALARY SCALE: R364 476 – R473 124
QUALIFICATION AND EXPERIENCE REQUIRED

- Diploma in Supply Chain Management - NQF Level 6
- Code B driver license.
- 3 years relevant experience.
- Computer Literacy- office application
- **Clean criminal record (proof must accompany application)**

CONTRACTS & TENDERS ADMINISTRATION
PROCEDURES, SYSTEMS AND CONTROLS - SPECIFICATIONS

Processes the specification requirements associated with contracts and policy enforcements activities by:

- Coordinating the implementation of procedures, systems and controls related to the receiving, updating and recording of specification information and activities associated with the contract/ tender specifications functionality, and ensuring that contracts are regularly updated and maintained.
- Liaising with relevant departments on exact specification requirements for tenders/ contracts, analysing contract subject matter, and identifying the nature and extent of both the Council's and the Contractor's liability with each case being treated on its own merit.
- Analysing the specification and canvassing the Market to determine the total value of the item/s to be procured.
- Determining risks associated with the nature of works and incorporating the relevant type of insurance/s required e.g. Third-Party Insurance, Works Insurance, etc. and liaising with Legal Advisors (where necessary) to determine specific regulations, which could be used to Council's benefit.
- Coordinating the tender meetings, recording of meeting, prior to advertising and ensuring that accurate specification requirements are agreed to between all stakeholders.
- Determining the type of Preferential Point System to be applied in terms of Council's Preferential Procurement Policy, and adjusting points accordingly to target the preferred tenderer/s.
- Coordinating the tender procedures, preparing tender notices and documents, determining the correct nonrefundable tender deposit to be levied, and coordinating the printing of the contract documents.
- Presenting tender specifications to prospective contractors/ service providers at pre-tender meeting, outlying the exact specifications and requirements
- Monitors tender process to ensure that all tender proposals are validated for meeting specification requirements.
- Verifying the formulae used in the specification calculations as that requested in the tender and that the base and final indices used in the calculations taken from the SEIFSA table is correct.
- Monitoring that the tender box is opened promptly on allocated date and time, disqualifying tenderers who have submitted late tenders, publicly disclosing the total's to all tenderers present, and ensuring that the tender documents are stamped and noting/ reporting any irregularities to the immediate supervisor.
- Adjudicating and managing contract documents, liaising with companies for additional information e.g. CK1, CK2 forms, founding statements, etc.

- Formally notifying Contractors of the award of the contract, and imposing penalties as determined in the contract in the event of Contractors not performing satisfactorily.
- Purchasing of Plant & Equipment Contracts and Ad Hoc Contracts e.g. Proposal Calls, negotiating with tenderers to ensure that Council receives the best offer in terms of cost, reliability and durability of plant or equipment being purchased.
- Ensuring that all contracts are accurately recorded on the contract Register and regularly updated.

INFORMATION MANAGEMENT (PROCESSING AND REPORTING)

Monitors the consolidation, processing and presentation of functional information by:

- Checking and validating specification information recorded and received pertaining to specific contracts.
- Coordinating sequences associated with the preparation and submission of consolidated specification reports for completed works documents.
- Preparing and extracting qualitative and quantitative reports for submission to the immediate supervisor for reporting at managerial meetings.
- Participating in dispute meetings, making available information and supporting documentation to validate non-compliance pertaining to specifications.

REFERENCE NO. 139/2026

POST: METER READER: JANSENVILLE
SALARY TK: T4
SALARY SCLALE: R141 936 – R174 804
QUALIFICATION AND EXPERIENCE REQUIRED

- Grade 10
- Driver's License optional
- 6-12 month's experience
- Must be able to record and verify information.
- Must have and understanding of general clerical applications.
- Sound administrative skills.
- Computer literacy.
- Good verbal and written communication skills.
- **Clean criminal record (proof must accompany application).**

CORE RESPONSIBILITIES

- Read and record water and electrical meter readings as per prescribed routes and on the prescribed template and/or device;
- Reporting all problems with meters.

REFERENCE NO: 145/2026

DEPARTMENT: CORPORATE SERVICES

POST: SKILLS DEVELOPMENT FACILITATOR

SALARY TK: 12

SCALE: R430 335 – R558 528

QUALIFICATION AND EXPERIENCE REQUIRED

- Grade 12
- National Diploma/Degree in Public Management
- 3 years' experience in local government
- Report writing skills
- Must be able to meet strict deadlines
- Valid Drivers' license
- Must be Computer literate
- Experience in Training and Development
- Ability to work under pressure
- Understanding of the Sector Skills Plan with focus on scares and critical skills planning
- Be able to identify the correct training interventions for staff to follow in their quest to improve their work and individual performance
- **Clean criminal record (proof must accompany application)**

CORE RESPONSIBILITIES EDUCATION AND TRAINING FUNCTIONS

- Participating in discussions and forums related to the skills development of employees involving the Sector Education and Training Authority and/ or Departments of the Municipality.
- Presenting qualitative and quantitative information on the status of skills development initiatives, strengths and weaknesses of current interventions, opportunities available and recommendations to support improvement.
- Reporting to specific Sub- Committees on activities and key outcomes of the functionality.
- Conducting research on training matters and attending workshops, Sector Education & Training Authority meetings through networking with other Municipalities, internet, relevant media, etc.

SKILLS ANALYSIS AND PROFILING

- Coordinating and circulating skills audit questionnaires for completion detailing current skill level, developmental requirements and career aspirations.
- Consolidating and analysing information to facilitate the preparation of a comprehensive skills plan, identifying and prioritising specific interventions.
- Submit and Present the WSP to the Training Committee for approval
- Submit the WSP to LGSETA for legislative compliance
- Discussing proposed actions/ interventions, internal and external training requirements with the immediate superior prior to commencing with implementation sequences.
- Implementation procedures pertaining to Workplace Skills Plan, Sector Skills Plan and Discretionary Grant forms.
- Accessing SETA requirements and grants in accordance to the Skills Development Act 1998 and Skills Development Levies Act 1999.

TRAINING COORDINATION

- Selecting and arranging with suitable external providers to provide coverage on specialized topics.
- Scheduling and confirming training and circulating dates, times and other related information to members.
- Evaluating feedback on the course content, degree of applicability and training methods.

SUPERVISION AND CONTROL

- Planning, implementing and controlling the daily work/ actions of staff.
- 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.

- Addressing workplace conflict/ conduct through the initiation and co-ordination of consultative processes and implementation of specific disciplinary procedures.

ADMINISTRATION FUNCTIONS

- Compiling and updating statistical information with respect to training completed, attendance levels and targets achieved.
- Compiling quarterly training reports for submission to LGSETA.
- Preparing reports on the activities of the Section outlining objectives and accomplishment of outcomes.
- Checking payment invoices of external provides prior to forwarding for processing.
  Updating registers and submitting adjustments/ changes or information on new acquisitions.
- Updating the training information recordkeeping system, updating files with current correspondence and data and/ or accessing information to support query resolution or provide details of interventions planned and completed in the region.

STUDY ASSISTANCE

- Advising personnel on the procedures and administration of the Municipality's study assistance scheme.
- Receiving all applications for the study assistance and forward to the Management for consideration and discussion.
- Once selection is done, peruses contract to ensure that it is correctly completed and signed and refers it to the Municipal Manager for approval.
- Explaining bursary conditions to successful bursary applicants.
- Completing requisition for payment of fees and forward the proof of payment to the relevant official.
- Perusing all exam results to determine whether the official is deserving of study assistance in the following year

LEARNER SHIPS, INTER SHIP, ABET AND STRUCTURE LEARNING

- Verifying correctness of notices calling for applications for appointment as interns for submission to the immediate superior.
- Overseeing and monitoring the publication of the notice calling applications for interns in the printed media and the municipal web site.
- Overseeing the typing of the master list of all applications received for appointment of interns.
- Overseeing the safekeeping of all applications for appointment as interns.

REPORTING INTERN PROGRESS AND SUPERVISION

- Consulting with leading departments on capacity building requirements as per the intern program.
- Ensuring interns are rotated amongst sections as per the intern capacity building guidelines.
- Addressing the non-rotation of the interns with the head of the leading department. Submitting Finance intern progress reports to National Treasury.

EMPLOMENT EQUITY & DIVERSITY PROCEDURES
REPORTING & MONITORING

- Extracting and analysing management reports from Departments and maintaining a database for all employees in the Municipality.
- Preparing and collating Employment Equity statistical information including terminations, age analysis, and any other employment equity statutory requirements by Stats S.A, Department of Labour, Local Government, etc.
- Facilitating presentations on Employment Equity plans to the Employment Equity Committee, Management and Local Labour Forum.
- Monitoring the implementation of the job profiling/ recruitment/ promotion system and the Municipality's Employment Equity performance.
- Analysing, implementing and monitoring the Municipality's five-year Employment Equity plan.
- Monitoring and guiding the effective implementation of Employment Equity within the Directorates, and addressing Employment Equity workshops to the relevant stakeholders.
- Compiling the Employment Equity report for consolidation into the Municipality's EE report, for timeous submission to the Department of Labour.
- Reporting to management on achievements and Employment Equity plan targets and giving advice/ guidance on where targets have not been met or where there are any non-conformances.

- Monitoring and implementing Equality and Diversity strategy in line with the organisation's visions and values and corporate plan.
- Developing of initiatives and interventions to change the culture of the organisation to promote equality and diversity and ensure equality of outcome for all employees.
- Carrying out a review of existing Equality and Diversity policies to identify those requiring an update.
- Contributing to the development and delivery of Diversity and Equality training.
- Identifying measures to monitor cultural change.
- Verifying reports to monitor performance against targets and plans and ensuring that the Executive Team are regularly advised of progress against plans and to recommend actions as required.
- Providing advice, guidance and support on equality and diversity issues and submission of Employment Equity Plan to the Manager: Human Resources Management.
- Maintaining an up-to-date knowledge of anti-discriminatory legislation, translating equality legislation into practice to ensure the municipality meets its statutory requirements.
- Representing the Municipal Manager on regional and national forums and working groups.

REFERENCE NO: 143/2026

INFRASTRUCTURE SERVICES

POST: CLERK: DATA CAPTURER: EPWP (ONE YEAR CONTRACT)
SALARY: R5800 STIPEND
QUALIFICATION AND EXPERIENCE REQUIRED

- Matric
- Office administration
- Advance Computer literacy
- 1 year relevant experience
- **Clean criminal record (proof must accompany application)**

CORE RESPONSIBILITIES

- Checking the accuracy of details recorded on transactional documentation and updating work in progress information/ data on specific applications/ systems of the department.
- Receiving data documentation and applying specific procedures and system tools to import data from various applications and programmes.
- Converting data/ information using application tools and procedures, applying instructions to change and format datasets.
- Assessing relevant fields and capturing data, applying processing rules and procedures.
- Checking and validating entries, referring to information sources to resolve anomalies/ discrepancies and/ or manipulating data characters to achieve consistency.
- Providing administrative support to all types of organizations and businesses as municipality stakeholders.
- Communicating with technicians, consultants and other authorities pertaining to PMU and Capital Projects information.
- Maintaining and accessing records of transactional processes, related documentation, instructions and correspondence.
- Processing of works orders of services, repairs and maintenance, insurance claims and capital jobs timeously.
- Capturing of timesheets and transport log sheets for costing, handling queries relating to timesheets and updating of the general ledger.
- Reporting all problems encountered to the Supervisor and complying with specific sequences associated with the Supply Chain Management procedures and MFMA.
- Updating files with current and relevant information pertaining to the administrative activities.
- Retrieving supporting documentation and records to facilitate and support query resolution.
- Compiling statistical data to provide information to stakeholders pertaining to the various projects.
- Attending to specific sequences to facilitate the archiving and disposal of aged/ obsolete records.
- Registering all labour intensive Projects in EPWP IRS system, MIG-MIS system, including capturing of work opportunities created, upcoming projects in all EPWP, MIG & all labour intensive projects.
- Retrieve monthly reports and submits them to the PMU Coordinator, EPWP Regional Manager and Provincial Steering Committee.
- Attending to and making available information to support reports and queries.
- Applying specific sequences associated with initiating and completing electronic back-up of information and/ or referencing source documentation, reports and/ or instructions using alpha-numeric sequential codes, to facilitate retrieval.
- Updating files with current and relevant information pertaining to the administrative activities, and maintaining an appropriate filing system for the safekeeping of records.
- Gathering of background information on various queries for management purposes.
- Capturing and retrieving information for MIG funds, payments and/or additional fund applications together with PMU officials.
- Communicating with technicians, consultants and other authorities pertaining to Database information.
- Communicating between technical staff and finance section for all works order related queries.
- Communicating with MIG Provincial and National Officials concerning the Projects National Reference Number(s).
- Communicating with Supply Chain Officer for buying / purchasing of PMU Movable assets & Stationary.

- Reporting all problems encountered to the PMU Coordinator and complying with specific sequences associated with the Supply Chain Management procedures and MFMA.

REFERENCE NO: 147/2026

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 months which must reach the Senior Recruitment and Selection 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 **Thursday, 3 December 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 weeks from the closing date of the advert should consider themselves unsuccessful, applicants should also consider themselves unsuccessful when not contacted six 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