

SBDM DRAWS THE ATTENTION OF ALL INTERESTED APPLICANTS TO ITS DECISION TO RELOCATE ITS HEAD OFFICES TO ADDO IN THE SARAH BAARTMAN DISTRICT AND FURTHER CONFIRMS THAT THE RELOCATION PROCESS WILL TAKE PLACE IN THE NEAR FUTURE.

Finance and Corporate Services

OFFICER: FLEET & ASSETS

BASIC SALARY: R301 728 – R391 632 P.A. TASK GRADE TK:10 • PERMANENT POSITION

Requirements: • A Grade 12 plus an appropriate NQF – 6 relevant qualification in Asset Management/Accounting • Minimum of 2 years' relevant experience • Experience in fleet and asset management in Local Government • Sound Knowledge of bid processes and vehicle licensing processes and procedures • Sound asset management processes • Excellent communication, interpersonal and administration skills • Good planning, organising, report writing and project management skills • Computer competency particularly MS Office packages is essential • Ability to work independently and extended hours • Supervision of staff and provision of advice to divisional subordinates and line managers • Willingness to travel extensively throughout the District • A valid Code EC driver's license is essential.

Key performance areas: • Coordinate the implementation of functional procedures, systems and controls associated with the movable assets functionality are kept up to date and conforms to GAMAP (General Acceptance Accounting Principal) to enable consistent application of the system and process • Implement financial administration controls related to the assets functionality to ensure that all assets and associated procedures are followed • Coordinate the risk management, stock taking and disposal of assets and prioritize outcomes to ensure that productivity and efficiency is sustained • Implement processes to ensure that all available assets are recorded by compiling Asset Register to serve both insurance purposes and asset control • Control the applications and procedures associated with fleet management to ensure that the municipality's fleet is managed according to fleet management policies and procedures • Implement specific administrative task/activities associated with the functionality to ensure that the administrative processes are complied with and communication strategy contributes to the smooth functioning of functionality.

Infrastructure Services & Community Services

CONTROL ROOM OPERATOR

SALARY: R174 862 - R227 005 P.A. TASK GRADE TK:6 • PERMANENT POSITION

Requirements: • A Grade 12 or equivalent • Computer literacy on MS Word Packages • Word Processing experience preferable • Good verbal communication skills • Good knowledge of radio communication techniques • Ability to communicate in English and at least two other official languages • Ability to work under pressure within a team environment • Willingness to work extended hours when required • Preparedness to work shifts including public holidays.

Key performance areas: • Receive and handle emergency radio • Receive and transmit telephone calls • Handle and co-ordinate switchboard operations • Prepare and submit statistical reports on a monthly basis • Perform administrative and filing duties related to the above functions.

Internship Programme (2 Posts)

SBDM draws the attention of all interested applicants to its decision to relocate its Head Offices in Kirkwood and further confirms that the relocation process will take place in the near future.

MUNICIPAL FINANCE INTERNSHIP PROGRAMME – TRAINEE ACCOUNTANT

ALL INCLUSIVE STIPEND – R100 000.00 P.A. • 2 YEAR FIXED CONTRACT

The Sarah Baartman District Municipality has secured funding from National Treasury (Finance Management Grant) to embark on a project that is aimed at ensuring the successful implementation of Budget and Accounting reforms within the District Municipality and selected Local Municipalities in the District. The Programme will facilitate on the job technical skills development of Interns.

Internship overview : The MFMP is structured professional training and work experience programme with the goal of providing high quality training and practical exposure in all aspects of Municipal Budget and Treasury office which is governed by the Municipal Finance Management Act, Act 56 of 2003 and the underlying reforms. The programme has logical training sequence that builds on the skills and competencies required during University and Technicon training. It ends with qualification in Municipal Finance Management in line with the Municipal Regulations on the minimum competency levels, Gazette 29967 of 15 June 2007.

As part of the project, Interns will undergo intensive training in Municipal Accounting and Financial Management. The Accounting and Financial areas include inter alia.

- Revenue Collection and Debtors administration
- Payroll Administration
- Risk Management and Short Term Insurance
- Budgeting and in year reporting
- Supply Chain Management
- Payment of creditors
- Cash Flow and Investment Management
- Bank Reconciliations
- Preparation of Financial Statements

This position will suit candidates with the following profile: • Belong to previously disadvantaged group or background • Possess a formal qualification in Accounting, Finance, Auditing and Economics • Must be computer literate with knowledge of MS Office, Software Packages (MS Word, Excel and PowerPoint) • Ability to speak at least two languages spoken within the Council's area of jurisdiction • Must be willing to undergo an assessment test • Preference will be given to those applicants coming from SBDM area of jurisdiction.

NOTICE OF TRAINING OPPORTUNITY UNEMPLOYED GRADUATE PROGRAMME

LED INTERNSHIP

SALARY: R96 000 P.A. • TWO (2) YEAR FIXED TERM

The Sarah Baartman District Municipality (SBDM) has embarked on a drive to promote the district business model of capacity building and the support to local municipalities. To this effect funding has been set aside to finance an Unemployed Graduate Programme to ensure that graduates are provided with relevant practical training skills and appropriate experience in various disciplines. SBDM invites applications from unemployed graduates residing in the following Local Municipalities: Blue Crane Route, Kouga, Koukamma, Makana, Ndlambe, Dr Beyers Naude and Sundays River Valley to participate in the following internship programme

Areas of training: • Research Project Development and Management • Community mobilization and stakeholder engagement on Economic Development • Development of sector /service provider data base • Preparation of reports and presentation • Agriculture and Local Economic Development

Requirements: Tertiary qualifications: Degree or Diploma in Developmental Studies, Social Sciences and Economic.

Graduates will be screened for suitability and residential address within the Sarah Baartman District Municipality (SBDM) and its local Municipality will be verified. Should it be found that applicants misrepresented themselves they will be disqualified.

Note: All applications must be made on the Official application forms which can be obtained from the Sarah Baartman District Municipality website at www.sarahbaartman.co.za or from the Council premises, Security Foyer. The application form must be accompanied by a comprehensive CV including certified copies of identity document, qualifications and all other relevant requirements.

Completed applications should be posted for the attention of: The Senior Manager: Corporate Services, P O Box 318, Port Elizabeth, or delivered at 32 Govan Mbeki Avenue, Gqeberha, 6000. Application forms can be obtained at 32 Govan Mbeki Avenue, Gqeberha, 6000.

For further information contact: (041) 508 7117 or (041) 508 7044.

No late application received after the closing date will be accepted. No application forms other than that of SBDM will be accepted.

The SBDM reserves the right not to make an appointment.

The Council does not notify unsuccessful candidates except those invited for interviews. Applicants not contacted within six weeks after the closing date should accept that their applications were not successful.

CLOSING DATE: 19 SEPTEMBER 2025.

MS U DANIELS: MUNICIPAL MANAGER

NOTICE NO. 72 OF 2025