



SALDANHA BAAI BAY
MUNISIPALITEIT | MUNICIPALITY | uMASIPALA

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 positions on our staff establishment.

PLEASE NOTE THAT ONLY HAND DELIVERED APPLICATIONS WILL BE ACCEPTED.
NO EMAILED OR FAXED APPLICATIONS WILL BE ACCEPTED.

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

DIRECTORATE: FINANCE

DEPARTMENT: REVENUE

ADMINISTRATOR: INDIGENT

Applicants must be in possession of: Grade 12 with accounting • 2-3 years relevant clerical/ office administration and/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

Duties will entail: Inspections • House visits • Process completed Indigent subsidy forms from satellite offices within municipal area and completion of indigent applications at the counter • Journals/Corrections • Correspondence • Filing • Assist supervisor with various tasks in section.

Competencies: Oral & written communication • Attention to detail • Influencing • Ethics and professionalism • Organisational awareness • Problem solving • Planning and Organising • Business Process • Use of technology • Data processing and analysing • Interpersonal relationships • Communication • Service delivery orientation • Client Orientation and Customer Focus • Action orientation • Resilience • Change readiness • Cognitive ability • Learning orientated • Impact and Influence • Team orientation

T7 (Estimated CTC R 349 480.02 p.a.)

Basic Salary: T7 (R 206 159.76 – R 267 582.48 p.a)

Technical Enquiries can be directed to: Ms C Delport at 022 701 7120

PLEASE TAKE NOTE THAT;

- 1. ONLY HAND DELIVERED APPLICATIONS WILL BE ACCEPTED**
- 2. CLEARLY INDICATE THE POSITION APPLYING FOR ON THE APPLICATION FORM.**
- 3. CONSIDERATION WILL ONLY BE GIVEN TO THE HAND DELIVERED APPLICATIONS MEETING 1 & 2 ABOVE AND HANDED IN BEFORE OR ON THE CLOSING DATE INDICATED BELOW**

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Closing Time & Date: 12:00 on 10 July 2025

In terms of the Local Government: Municipal Staff Regulations, Regulation 13 All appointments will be subject to a probation period of 6 months.

NOTES TO APPLICANT
<ul style="list-style-type: none">• 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 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/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.