



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 position on our staff establishment.

DIRECTORATE: INFRASTRUCTURE PLANNING SERVICES

DEPARTMENT: PROJECT MANAGEMENT UNIT

MANAGER: PMU PROJECTS

Minimum Requirements: Relevant B-Tech / BSc/B Eng Degree in Civil Engineering, registered with ECSA as PrTechEng/PrEng or eligible for registration as a Professional Engineer/Technologist • Valid code B driver's licence • Good communication skills in two of the three official Western Cape languages • Computer Literate (Word, Excel and GIS) • 8 years relevant contract management experience.

Duties will entail: Line Management • Infrastructure Management Planning • Project Management • Input into Development approvals • Wayleave and Permits • Budgets and Financial Control • Detailed Life-Cycle duties and functions • Infrastructure Management Planning • Legislative and Procedural Compliance • Municipal Infrastructure Grant (MIG) • Management of Health and Safety • Relationship Management and Communication • Stakeholder Management and engagement.

Competencies: Planning • Organisational Awareness • Attention to detail • Design • Project management • Construction • Interpersonal Relationships • Service Delivery Orientation • Communication • Action and outcome orientation • Resilience • Change Readiness • Cognitive ability • Learning Orientation • Accountability and ethical conduct • Impact and Influence • Team Orientation • Direction Setting.

T16 (Estimated CTC RI 391 791.82 p.a.) – Including Car Allowance

Basic Salary: T16 (R 708 591.42 – R 919 792.97 p.a)

Enquiries can be directed to **Mr L Khuselo at 022 701 7043**

DIRECTORATE: ECONOMIC DEVELOPMENT & STRATEGIC SERVICES

DEPARTMENT: ICT

ICT TECHNICIAN

Minimum Requirements: Grade 12 • Tertiary qualification in A+, Network +, Server +, CCNA, MCITP • 3-5 years I,Y, Networking experience, Troubleshooting • Valid Code B Drivers Licence • Good interpersonal and communication skills • Be able to work independently • Microsoft Office User Specialist (MOUSE) • Good Afrikaans/English speaking • Attention to detail • Information Technology Literate

Duties will entail: Manage the ICT helpdesk, infrastructure, users and Perform Network Administration while through troubleshooting, analyzing user and network problems find solutions and applying them successfully, to maintain a healthy network platform to achieve service delivery targets • Maintain ICT equipment for the Municipality • Managing Servers, Server Maintenance / Application Software • Maintenance to ensure that the network environment is stable and healthy which allow users to be able to perform their work and Database maintenance to ensure data integrity and availability at all times • Network maintenance to ensure efficient connectivity between all elements of the network • Adminstrates and monitor ICT systems • Assist in Planning and implementing emergency plans and disaster recovery policies • Adminstrate Information to have accurate records and statistics available for future reference • Network Management to ensure an effective, high quality network service to end-users at the Council • General duties to facilitate the smooth running of the IT operations • Maintain and do installations on computer and communication network • Ensure that all tasks are carried out as safely as possible • Keep abreast of information and Communication Technology trends to render a quality updated network service to the end user • Network maintenance to ensure efficient connectivity between all elements of the network • Backup and recovery management

Competencies: Planning • Organisational Awareness • Attention to detail • Interpersonal Relationships • Service Delivery Orientation • Communication • Action and outcome orientation • Resilience • Change Readiness • Cognitive ability • Learning Orientation • Accountability and ethical conduct • Impact and Influence • Team Orientation • Direction Setting.

T13 (Estimated CTC R714 347.36 p.a.)

Basic Salary: T13 (R 484 828.78 – R 629 339.72 p.a)

Enquiries can be directed to **Mr G van Schalkwyk at 022 701 7045**



DIRECTORATE: CORPORATE AND PUBLIC SAFETY SERVICES

DEPARTMENT: HUMAN RESOURCES

HR OFFICER: BENEFITS

Minimum Requirements: a Relevant three-year tertiary qualification in Human Resource Management / Public Management • 3 years administrative experience with at least 1 year benefits experience • Computer Literacy: MS Office • Good communication skills in two of the three official Western Cape languages • Code B driver's license will be an added advantage.

Duties will entail: The effective management of benefit administration of all council benefits such as: • On – Boarding process • Retirement Funds • Group Life Insurance scheme • Medical aid • Housing Scheme • Relocation process to new employees • Different Termination types • Long Service Award Ceremony event • Subsidized Motor Vehicle Allowance scheme • Official Dependent Bursary Scheme • Benefits during the period of Unpaid Leave • Private Work register • The effective supervision of the Human Resources Department Cleaner • Rendering an effective personal assistance to the Human Resource Department • Compilation of reports regarding Benefit Administration • Adhoc Functions.

Competencies: Written Communication • Oral Communication • Attention to detail • Influencing • Ethics and Professionalism • Organizational awareness • Problem Solving • Planning and Organizing • Business Processes • Use of technology • Data Processing Analysis • Interpersonal Relationships • Communication • Service delivery orientation • Client Orientation and customer focus • Action Orientation • Resilience • Cognitive ability • Learning Orientation

T11 (Estimated CTC R558 735.23 p.a.)

Basic Salary: T11 (R 364 768.15 – R 473 465.38 p.a)

Enquiries can be directed to **Ms A Delpont** at **022 701 7064**

DIRECTORATE: FINANCE

DEPARTMENT: REVENUE

CHIEF ACCOUNTANT: REVENUE

Minimum requirements: a Relevant 3- year tertiary qualification, preferably a National Diploma or B Comm with Financial Accounting as a major subject • 5-8 Years relevant experience of which 2 years must be at a supervisory level • Municipal Minimum Competency Level Certificate (MMCL) to be achieved within 18 months of appointment • Computer literacy (MS Office) • Valid Code B driver's license • Proven knowledge and experience of the Financial System (Munsoft) • Supervisory and reporting skills • Attention to detail • Be able to work independently.

Preferred requirements: a Relevant B Degree (NQF 7) with Financial Accounting as a major subject • 8 Years relevant experience of which 2 years must be at a supervisory level • Municipal Minimum Competency Level Certificate (MMCL) to be achieved within 18 months of appointment • Computer literacy (MS Office) • Valid Code B driver's license • Proven knowledge and experience of the Financial System (Munsoft) • Supervisory and reporting skills • Attention to detail • Be able to work independently.

Duties will entail: Lead, control and direct the services and rates sections through the design, development and alignment of policies , procedures and processes associated with the administration of debtors and income • Provide strategic advice and support to management in respect of the section, accomplishing strategic goals and assist to achieve key performance areas and service delivery objectives.

Competencies: Written Communication • Oral Communication • Organisational Awareness • Problem Solving • Planning and Organizing • Accounting • Procurement • Budgeting • Financial Management • Financial Reporting • Financial Process Management • Interpersonal Relationships • Communication • Service Delivery Orientation • Action and outcome orientation • Resilience • Cognitive ability • Change readiness • Learning orientation • Impact and Influence • Team Orientation • Direction Setting • Coaching and Mentoring

T14 (Estimated CTC RI 024 402.65 p.a.) – Including Car Allowance

Basic Salary: T14 (R 545 881.51 – R 708 591.42 p.a)

Enquiries can be directed to **Mrs R Rooms at 022 701 7032**



Closing Date: 21 August 2025 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.
- Applications should be forwarded to Human Resource Services, Private Bag X12, Vredenburg, 7380 or via email to: jobs@sbm.gov.za.
- 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 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.