



## **BITOU MUNICIPALITY**

*Bitou Municipality is inviting applications for the following vacancy from suitably qualified professionals. Preference will be given to candidates residing within the Bitou Municipal Area.*

**POSITION:** PROCESS CONTROLLER ASSISTANT (Plettenberg Bay)  
**DIRECTORATE:** ENGINEERING SERVICES  
**DIVISION:** WATER AND WASTE WATER SERVICES  
**SECTION:** WATER AND WASTE WATER PURIFICATION  
**BASIC SALARY:** R 139 676,00 – R 180 393,12 (T5) + MUNICIPAL BENEFITS  
**REF NO.:** Notice: 313 of 2024

**QUALIFICATIONS AND EXPERIENCE:** • Grade 12 • 1-2 years' relevant experience • Must be qualified as a Class 1 or Class 11 Process Controller • Valid driver's license • Good verbal and written communication skills in at least two of the three Official languages of the Western Cape.

**REQUIREMENTS AND SKILLS:** • Required to work in all weather conditions • Good problem solving abilities • Ability to communicate in at least two of the three official languages in the Western Cape Province (read, write and speak) • Be responsible, reliable and work independently • Be responsible, motivated and able to work within a team and independently; • Willing to work in very bad sewerage conditions; • Required to work outside normal working hours, shifts, during emergencies and planned overtime. • Mentally fit and healthy.

**FUNCTIONS & RESPONSIBILITIES:** Process control of chemicals; • Process control of flocculation channels; • Process control of sedimentation units; • Process control of D.A.F. plant; • Process control of C12 gas; • Process control of Ozone plant; • Safety control on Purification works and Personnel; • Sampling of water; • Operates pumps and motors and backwash filters; • Monitor telemetry system; • Building maintenance, gardening and machinery maintenance duties on purification plants; • Transport of shift workers; • Do maintenance on water reservoirs; • Operate mechanical and non-mechanical equipment.

### **COMPETENCIES REQUIRED**

#### **1. CORE PROFESSIONAL COMPETENCIES**

- **Oral Communication:** The ability to articulate a message in an understandable and convincing manner;
- **Written Communication:** The ability to communicate in writing as appropriate to specific audiences;
- **Problem Solving:** The ability to identify potential problems, to break the problems into component parts, to generate potential solutions, to select an option and implement it;
- **Decision making:** The ability to make logical decisions to ensure execution of tasks according to plan;
- **Planning and Organising:** The ability to plan activities within specific timeframes and to execute these activities according to plan;
- **Ethics and Professionalism:** The ability to identify and deal with ethical issues and conflicts of interest;

#### **2. FUNCTIONAL COMPETENCIES**

- **Discipline Specific Skills:** Able to undertake and evaluate complex tasks;
- **Task Management:** Communicates work in a clear and concise manner;
- **Use of process specific Technology/Equipment:** Demonstrates more complex operational knowledge;
- **Quality Orientation:** Proposes ideas to correct all round quality issues;
- **Work Place Safety:** Ensures workplace is clean;
- **People Management:** Ensures that the teams roles are clearly defined;

#### **3. PUBLIC SERVICE ORIENTATION COMPETENCIES**

- **Service Delivery Orientation:** Engages effectively with the general public and clients;
- **Interpersonal Relationships:** Acknowledges contributions of others;
- **Communication:** Responds to questions with accurate and complete answers;
- **Service Delivery Orientation:** Engages effectively with the general public and clients;

4. **PERSONAL COMPETENCIES**

- **Action and outcome orientation:** Shows enthusiasm to take on new projects;
- **Resilience:** Shows emotional resilience during difficult situations;
- **Change readiness:** Open to new ideas and ways of doing things;
- **Cognitive ability:** Demonstrates logical, consequential thinking;
- **Learning orientation:** Learns from experience – does not repeat mistakes;

5. **MANAGEMENT/ LEADERSHIP COMPETENCIES**

- **Direction Setting:** Good at establishing clear direction;
- **Impact and Influence:** Makes positive impact and comes across as confident;
- **Coaching and Mentoring:** Provides guidance and support where necessary;
- **Team Orientation:** Participates actively as a member of a team;

*Work related enquiries can be directed to Mr. Ronald Tarentaal; [rtarentaal@plett.gov.za](mailto:rtarentaal@plett.gov.za) or on tel: 044 501 3120.  
For general enquiries contact Ms L Clark or Mr. J Abroue on telephone no: 044 501 3418.*

Candidates must be willing to be subjected to an interview and competency assessment and must be aware that previous employers and references will be contacted and their qualifications, credit and criminal record will be verified. The candidates will be required to disclose all Financial Interests.

Application forms are available on the Bitou website ([www.bitou.gov.za](http://www.bitou.gov.za)). A comprehensive CV, original certified copies of Identification documents, qualifications, and driver's license must accompany the application form and must be hand delivered/couriered to the Human Resources Section, Bitou Municipality, 1 Sewell Street, Plettenberg Bay or posted to Private Bag X1002; Plettenberg Bay; 6600.

Bitou Municipality is an equal opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply.

**Please take note:**

1. **ONLY** hard-copy applications will be considered. **No** electronic or faxed applications will be accepted.
2. Please complete the Reference Checking Consent & Authorization Form which is available on the Municipality's Website. **(Compulsory)**
3. **LATE APPLICATIONS** will not be considered. Canvassing of Councillors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.

**M MEMANI**  
**ACTING MUNICIPAL MANAGER**

**CLOSING DATE: 03 October 2024 @ 14H00**

If you receive no feedback from us within 12 weeks after the closing date, please accept that your application was unsuccessful.  
**Bitou Municipality reserves the right not to make any appointment and to re-advertise before a short list is compiled.**