



# **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:** GENERAL ASSISTANT X2  
**DIRECTORATE:** ENGINEERING SERVICES  
**DIVISION:** WATER & WASTE WATER SERVICES  
**SECTION:** LABORATORY SERVICES, DEMAND & LOSS CONTROL  
**BASIC SALARY:** R124 058,51 – R 146 451,84 Per Annum (T3) + MUNICIPAL BENEFITS  
**REF NO:** NOTICE: 326 of 2024

**QUALIFICATIONS AND EXPERIENCE:** Basic Adult Education • 0 – 1 years' experience.

**REQUIREMENTS AND SKILLS:** • Must be able to communicate in at least two (2) of the three (3) official languages of the Western Cape • Must be prepared to be hands on • Must be able bodied • Must be fit and healthy • Willing to work in inclement weather conditions • Must be responsible, disciplined and able to work in a team environment and be able to follow basic instructions • Ability to give attention to detail. • Required to work outside normal working hours during emergencies and planned overtime.

**FUNCTIONS & RESPONSIBILITIES:** • Perform general labouring activities associated with maintenance and repair works to the water and waste water services using hand held tools • Assist Supervisor with maintenance, construction and all other works of Laboratory Service, Demand & Loss Control and general maintenance activities • Clean worksites, stores equipment, load/offload of materials prior to and from worksites • To ensure a clean and healthy environment for the municipality and community • Comply to safety procedures and guidelines

## **COMPETENCIES REQUIRED**

### **FUNCTIONAL/PROFESSIONAL COMPETENCIES**

**Managing work:** General labouring activities. Coordinating work with the work schedules of others, i.e. contractors, etc.

**Workplace safety:** Safety around the workplace / workspace. Ensures work area and workspace is clean.

**Task accountability:** The ability to understand and follow basic instructions and be held accountable for task accomplishment.

**Quality orientation:** Tools and equipment storage and care. Ensures that tools are secured, stored and used according to specifications.

**Oral communication:** Interact with co-workers to coordinate work. Interact with supervisors to receive work assignments.

### **PUBLIC SERVICE ORIENTATION**

**Service delivery orientation:** The ability to explore and implement new ways of delivering services that contribute to the improvement of municipal processes to achieve municipal goals.

**Interpersonal Relationship:** The ability to establish and maintain productive relationships with people within and outside of the Municipality.

**Communication:** The capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication of others.

### **PERSONAL COMPETENCIES**

**Action orientation:** The ability to stay focused on a task, to be energetic, persistent and reliable.

**Resilience:** The ability to persist with actions / work deliverables despite obstacles.

**Accountability and ethical conduct:** Ability to display standards of ethical and moral conduct to promote trust and to adhere to codes of good practice.

**Learning orientation:** The willingness and motivation to learn, acquire knowledge, develop insight and focus on continuous self-improvement.

**Impact and influence:** The ability to inspire a positive attitude in others and be able to influence others effectively.

**Team orientation:** The capacity to promote a cooperative climate in working with others to achieve a shared goal.

*Work related enquiries can be directed to the Senior Manager: Water & Waste Water Services, Mr. E Oosthuizen on [eoosthuizen@plett.gov.za](mailto:eoosthuizen@plett.gov.za) or on tel: 044 – 501 3382. 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 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 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. **NO LATE APPLICATIONS** will 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 @ 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 shortlist is compiled.**