



# **BITOU MUNICIPALITY**

*Bitou Municipality is inviting applications for the following vacancy from suitably qualified professionals. Preference will be given to residents of Plettenberg Bay.*

**POSITION:** PROCESS CONTROLLER CLASS III (PLETTENBERG BAY)  
**DIRECTORATE:** ENGINEERING SERVICES  
**DIVISION:** WATER AND WASTE WATER SERVICES  
**SECTION:** WATER AND WASTE WATER PURIFICATION  
**BASIC SALARY:** R 223 312,55 – R 289 884,24 (T8) + MUNICIPAL BENEFITS  
**REF NO.:** Notice 366 of 2024

**QUALIFICATIONS AND EXPERIENCE:** • Grade 12 or relevant post matric qualification preferably a NTC 3 in Water Treatment or Waste Water Treatment and registration as Class 111 Process Controller in terms of Regulation R2834 as amended (Water Act 54 of 1956) • 2-5 years relevant experience required.

**REQUIREMENTS AND SKILLS:** • Valid Driver's license • Computer Literacy • 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 • Required to work outside normal working hours, shifts, during emergencies and planned overtime. • Mentally fit and healthy.

**FUNCTIONS & RESPONSIBILITIES:** • Coordinate, control and monitor all operational activities within a defined shift period relevant to the operations of a Water and Waste water Treatment Works in compliance with all applicable regulations, policies, by-laws, standards and best practice guidelines • Collecting water and waste water samples as per prescribed monitoring program for chemical and biological analyses. • Undertakes preventative maintenance on plant machinery/equipment and report complex repair works to relevant Sections. • Adhere to safety procedures and guidelines (Occupational Health and Safety Act) • Attends to procedural administrative requirements, record keeping and reporting deadlines associated with the functionality • Attends to and controls tasks/activities associated with personnel performance, productivity and discipline • Keep abreast of developments, emerging trends and latest technologies in the profession.

## **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 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 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.
4. Submit separate applications when applying for multiple posts and quote reference number.

**M MEMANI**

**ACTING MUNICIPAL MANAGER**

**CLOSING DATE: 23 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.**