



BITOU LOCAL MUNICIPALITY

Bitou Municipality is inviting applications for the following vacancy from suitably qualified candidates. Preference will be given to local residents before considering candidates outside the Bitou Municipal Area

POSITION: ARTISAN ASSISTANT X2
DIRECTORATE: ENGINEERING SERVICES
DIVISION: WATER & WASTEWATER SERVICES
SECTION: WATER & WASTEWATER RETICULATION
BASIC SALARY: R 164 058.53 – R 212 980.09 per annum (T6) + MUNICIPAL BENEFITS
REF NO: NOTICE 52 of 2024

QUALIFICATIONS AND EXPERIENCES: • Basic literacy • studying towards a trade certificate • 2-3 years' relevant experience required

REQUIREMENTS: • Physically fit and abled bodied in order to perform manual tasks. • Valid code C1 driver's license with a valid PrDP or it must be obtained within 6 months of commencing with employment'. • Must speak at least two of the three official languages in the Western Cape (read, write and speak) Required to work in all weather conditions; • Required to work outside normal working hours, standby, during emergencies and planned overtime • Must be responsible, honest, reliable and able to work independently.

FUNCTIONS & RESPONSIBILITIES: • Assist the immediate superior during the maintenance and repair of water reticulation systems • Operating hand held equipment (Jack-Hammer, power drills, etc.) to cut through concrete/tarred surfaces and/or monitoring/participating in the preparation of trenches against marked out routes • Removing defective flow metering units and connections to domestic household / industrial premises • Assist the artisan with the overall maintenance of the water & sewer network to ensure water supply • Repair work on all pumps and equipment, maintain boreholes and pump stations • Cleans worksites and attends to the storage and safekeeping of mechanical tools. Driving and /or manoeuvring various vehicles and comply to safety procedures and guidelines (Occupational Health and Safety Act, 85 of 1993)

COMPETENCIES REQUIRED

1. CORE PROFESSIONAL COMPETENCIES

- **Managing Work:** Effectively manages own time and available resources and tools to ensure that work is completed efficiently and on time.
- **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.
- **Planning and Organising:** The ability to plan activities within specific timeframes and to execute these activities according to plan.
- **Quality Orientation:** Ensure high quality output, accurately checks processes and tasks and shows attention to detail.

2. FUNCTIONAL COMPETENCIES

- **Work Place Safety:** The ability to identify and correct conditions that affect employee safety.
- **Discipline Specific Skills:** Shows a satisfactory level of technical skill, knowledge, experience and qualifications relevant to the role.

3. PUBLIC SERVICE ORIENTATION COMPETENCIES

- **Service Delivery Orientation:** The ability to explore and implement new ways of delivering services that contribute to the improvement of municipal processes in order to achieve municipal goals.
- **Interpersonal relationships:** The ability to establish and maintain productive relationships with people within and outside of the town.
- **Communication:** The capacity to listen attentively, grab issues, present information in a clear manner and respond appropriately to verbal and written communication of others.
- **Customer orientation and customer focus:** Understands the service needs of a client / customer (internal or external) and actively focuses on anticipating, meeting and exceeding the needs in a timely and appropriate manner.

4. PERSONAL COMPETENCIES

- **Action Orientation:** The display of high work ethic in setting and achieving challenging goals, meeting deadlines and keeping promises. It manifests itself in one's ability to stay focused on task, to be energetic, persistent and reliable.
- **Resilience:** The ability to respond constructively to pressure / stress situation and the ability to persist with goals despite obstacles.
- **Accountability and Ethical Conduct:** Ability to display and build the highest standards of ethical and moral conduct in order to promote confidence and trust in the public service and to adhere to codes of good corporate governance.
- **Learning Orientation:** The willingness and motivation to learn, acquire knowledge, development insight and focuses on continuous self-improvement.

5. **MANAGEMENT / LEADERSHIP COMPETENCIES**

- **Direction Setting:** The ability to create a clear sense of common purpose and vision for others with a view to obtaining buy-in and commitment to the goals of the unit.
- **Impact and influence:** The ability to inspire a positive attitude in others and be able to influence others effectively.
- **Team Orientation:** The ability to inspire a positive attitude in others and be able to influence others effectively
- **Coaching and mentoring:** The ability to assess skills, performance, and potential of subordinates and to encourage their development with the view of optimizing their talent and potential.

Work related enquiries can be directed to the Senior Manager: Water & Wastewater Services, Mr. E Oosthuizen on eoosthuizen@plett.gov.za or on tell: 044 – 501 3382.

For general enquiries, contact Ms L Clark or Ms. A Gigi 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). 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. **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
MUNICIPAL MANAGER

CLOSING DATE: 14 March 2025 @ 12h00

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.**