



PRINCE ALBERT MUNICIPALITY

PRIVATE BAG X53

PRINCE ALBERT, 6930

NOTICE 107/2026 – EXTERNAL VACANCY

Prince Albert Municipality is an equal opportunity and affirmative action employer and requires the services of a suitable qualified person with relevant experience to fill the following vacancy. Persons designated in terms of applicable legislations as historically disadvantaged individual as well as people with disabilities are encouraged to apply for the following **EXTERNAL** vacancy:

PROCESS CONTROLLER CLASS III X 1 POSITION

Post identification number: WC052-1.4.1.14

Directorate: Technical Services

MINIMUM REQUIREMENTS

- Grade 12 or relevant post matric qualification preferably a NTC 3 in Water Treatment or Waste Water Treatment, Trade Related qualification: Operators certificate/ Waste water Treatment practice (N3)
- Computer literacy (MS Office-basic)
- 1 – 2 years relevant experience required
- A valid driver's license
- Proficiency in at least two (2) of the official languages in the Western Cape (Read, Write & Speak)
- Good interpersonal, communication and organizational skills
- Ability to do basic calculation
- High level of responsibility
- Demonstrate knowledge of process functionality within a Water & Wastewater works and associated installations
- Demonstrate knowledge plant performance and system functionality and recording and reporting outcomes
- Must be able to enter confined areas such as manholes, inlets, pipes and culverts
- Required to work in all weather conditions.
- Required to work outside normal working hours during emergencies and planned overtime
- Must perform duties in the whole areas of Municipality when required
- Analytical skills and ability to give attention to detail
- Problem solving and negotiation skills and be able to work under pressure.

JOB PURPOSE

- To attend to the treatment of Water & Wastewater through the application of specific operating procedures, controlling of Water & Wastewater treatment plant performance, conducting of test and executing approved corrective measures to ensure outcomes comply with standards and prescribed specifications and optimum operating functionality is maintained.

COMPETENCIES REQUIRED

The competency level for this position is a Level 1 of the Process Operator Competency Framework page 573 of 770 as stipulated in Annexure A of the Municipal Staff Regulations Government Notice No. 890 as promulgated in Government Gazette 45181 dated 20 September 2021.

KEY PERFORMANCE AREAS

- Executes specific applications related to the operations of the Water & Wastewater Treatment Works to ensure laid down procedures and/ or instructions are applied and complied during the treatment or purification process.
- Cleans operating units and attends to the disposal of waste to ensure housekeeping standards are observed supporting optimum functionality and minimizing unnecessary downtime.
- Participate in the render of Civil Services with regard to the operations and maintenance of Water & Wastewater Treatment Works
- Recordkeeping and reporting on activities.
- To be trained and certified competent in handling of hazardous chemicals
- Use handheld testing equipment for daily routine monitoring testing
- Conduct visual inspection daily
- Check and record reading daily
- Report deviations, incidents and security breaches to the superintendent
- Collect water and wastewater samples
- Control valves and sluices
- Cleaning of pumpstations
- Dose and mix chemicals
- Responsible for Health and Safety compliance with statutory regulations during tasks which include protocols and procedures in order to minimise any incidents and injuries and to maintain a health and safety environment. Responsible to partake in the municipality's Performance Management and Development System.

SPECIAL CONDITIONS ATTACHED TO THE POST

- Must have a good memory, interpersonal skills and excellent communication skills both verbal and written.

SALARY

Task Level 7 of a Category 1 Municipality: **R 206 239, 92 per annum**

Normal fringe benefits are applicable to the position: such as pension and medical aid contribution, housing subsidy and a 13th cheque after 12 months of employment, subject to Council approved policies.

STATUS OF POSITION

Permanent Position.

CLOSING DATE

Friday 07 August 2026 at 15h00.

GENERAL

1. Application on the prescribed application form with certified copies of qualifications, curriculum vitae, identification document, drivers license and courses must be posted before or on **FRIDAY 07 AUGUST 2026 at 15h00** to:

**MR MARIO STALL – HUMAN RESOURCES MANAGEMENT DEPARTMENT
1 ADDERLEY STREET
PRINCE ALBERT MUNICIPALITY – THUSONG CENTRE
PRINCE ALBERT
6930**

2. Applicants are encouraged to submit applications to jobapplications@pamun.gov.za.
3. Candidates must be willing to be subjected to a practical test and interview and evaluation process and be aware that previous employers and referrals can be contacted and their qualifications, credit record can be verified.
4. Queries can be directed as follow:

Job-related enquiries	Mr. Selwyn Amsterdam Tel: 023 541 8168 Email: selwyn@pamun.gov.za
Human resource, recruitment and selection process enquiries	Mr. Mario Stall Tel: 023 541 8108 Email: marios@pamun.gov.za

5. Prince Albert Municipality is an equal employer and encourage persons with disabilities, persons from previously disadvantage groups and especially women to apply. The Municipality reserve the right to not make an appointment. Canvassing will lead to automatic disqualification. If you do not receive any feedback within 90 days after the closing date, applicants may assume that their applications were unsuccessful.
6. Please note that the following will lead to disqualification:
 - 6.1) Non-submission of copies of academic qualifications/records.
 - 6.2) Canvassing of Councillors.
 - 6.3) Submission of fraudulent qualifications and/ or documents.



**ADV MATTHYS GILIOMEЕ
MUNICIPAL MANAGER**

DATE: 24 JULY 2026