



BERGRIVIER MUNICIPALITY

Bergrivier Municipality ensures the wellbeing of all communities within the Bergrivier region through economic growth, social wellbeing, community involvement and effective management within a safe and healthy environment. Women and persons with disabilities are encouraged to apply.

Bergrivier Municipality with its head office in Piketberg and approximately an hour's drive from Cape Town currently has the following vacancy and awaits applications from competent persons who comply with the minimum job requirements.

DIRECTORATE: TECHNICAL SERVICES

(Piketberg, unless stated otherwise)

SENIOR ADMINISTRATION OFFICER: CIVIL (PIKETBERG)

Requirements: Grade 12 · One (1) year Secretarial Certificate and a Local Government Accounting Certificate NQF3 · Computer literacy in office applications with advanced MS Word, Excel and Outlook skills as well as financial and performance management systems and report writer programs · Proficiency in at least two of the official languages of the Western Cape (Afrikaans, English/Xhosa - Read, Write and Speak) · Good human relations, interpersonal and communication skills · Ability to give attention to detail and to work under pressure · High level of responsibility · Ability to deal with conflict situations and to maintain confidentiality · Good telephone etiquette · One (1) year relevant experience of the key performance areas.

Key Performance Areas: Co-ordinates and controls the Technical Departments administrative functionality and attends to the implementation of procedures, applications, systems and controls to facilitate and support the recording, updating, circulation and maintenance or information from/ to the towns with regards to various activities · Updating of information associated with Technical Services, generating registers, receiving and transferring complaints/ enquiries and providing general office support in the specific functional areas within the Directorate · Administer the incoming and outgoing mail of the department · Provide general administrative support · Administering the procurement of equipment and supplies · Administer administrative support activities associated with the preparation of formal tender documents · Administer timesheets, clock cards and overtime claims · Provide administrative and general support to operational teams · Provide administrative support with the upkeep of the Piketberg Burial Register · Perform activities associated with the resolving of customer complaints · Perform activities associated with the licensing of municipal vehicles · Perform tasks associated with the provision of general office support, a reception/ telephonist service, provision of computyping and related office support to the Department · Perform tasks associated with the tracking system · Performs any other related duty as requested by the Director.

Salary: R 217 596.00 annually (T10 of a Category 3 Local Authority)

Date of acceptance: 01 January 2020 or as soon as possible

Enquiries: Mr J Breunissen 022 913 6000

GENERAL:

1. A service bonus equivalent to one month's salary, where applicable, will be payable and be supplemented by the normal benefits applicable to the Municipality including a housing allowance for home owners subject to certain conditions.
2. The Municipality is an equal opportunity employer and respects the conditions of the Employment Equity Act, preference will be given to candidates who comply with the Employment Equity Targets.
3. The Municipality is not bound to make any appointment.
4. All appointments are subjected to Police clearings; which means that you give us permission to obtain Police clearance, by applying for a position at the Municipality.
5. Applications received after the closing date or which have been received without the documentation mentioned below, will not be considered.
6. Only short-listed applicants will be contacted for interviews. Applicants can regard their applications as being unsuccessful if no feedback has been received within six weeks from the closing date.
7. Canvassing of any councillor and/or member of the Appointment Committee and/or any personnel member of the Municipality will not be allowed and will immediately disqualify applicants.
8. In addition to the minimum job requirements and station mentioned herein, applicants may be expected to work overtime or be on standby, as well as render services in other parts within the municipal area, as required.
9. Appointment in certain posts is subject to a security clearance and applicants will also undergo an interview and evaluation process and where necessary, write a trade test.

A covering letter with three contactable references, must accompany the completed prescribed application form (available on request at Tel. 022 9136000 or on the municipality's website www.bergmun.org.za) with certified copies of the necessary qualification certificates, ID document, Drivers Licence and a Curriculum Vitae (Maximum of 3 pages), (only one post per application form) to

reach the Municipal Offices, Piketberg or mailed to P O Box 60, Piketberg 7320 for the attention of Mrs. W Terry Thomas (Human Resources Officer: Provisioning and Administration) by no later than the closing date.
NO FAXES OR ELECTRONIC APPLICATIONS WILL BE ACCEPTED.

CLOSING DATE: FRIDAY, 29 NOVEMBER 2019 AT 15:00

**ADV H LINDE
MUNICIPAL MANAGER**

MN197/2019

**13 CHURCH STREET
P O BOX 60
PIKETBERG
7320**