



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.

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. (Women and persons with disabilities are encouraged to also apply.)

VACANCY INTERNAL & EXTERNAL APPLICATIONS WILL BE CONSIDERED

RE-ADVERTISE:
TRACTOR DRIVER: SPORTFIELDS (PIKETBERG)
DIRECTORATE: COMMUNITY SERVICES
REF: GD109/221/PB

Requirements: · Proficiency in at least 2 of the official languages of the Western Cape (Afrikaans/English/isiXhosa - read, write & speak) · Good human relations, interpersonal and communication skills · Ability to give attention to detail · High level of responsibility · Must be physically fit and able bodied · 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 area of the municipality when required.

Qualification: Grade 8 – Basic Literacy;
Valid Code C1 driver's license plus PrDP

Experience: One (1) – Two (2) years relevant experience.

Key Performance Areas: Performs tasks/activities associated with the maintenance of parks/open spaces using light vehicles (tractor), driving to designated areas, providing guidance to the workers through demonstration or explanations of specific sequences associated with allocated tasks in the absence of the Supervisor and transporting workers, materials and equipment to/from specific locations · Performs specific tasks/activities at the Depot prior to and on completion of allocated assignments · Completes internal procedural documentation (e.g. Log sheets etc.) and related forms (vehicle checklists) · Performs specific tasks associated with the operation of vehicles (tractor) and equipment during general maintenance activities of parks/open spaces · Undertakes specific activities/tasks associated with the process of weed eradication · Perform basic supervisory functions by guiding and directing the workers to ensure effective service delivery by the operational team · Any other related duty as requested by the supervisor.

This Competency level for this position is a level 4 as stipulates in Annexure A of the Municipal Staff Regulations Government Notice R890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies:

Functional Competencies	Public Service Orientation Competencies	Personal Competencies
<ul style="list-style-type: none"> • Vehicle safety • Driving behaviour • Learning orientation • Quality orientation 	<ul style="list-style-type: none"> • Services delivery orientation • Interpersonal relationships • Communication 	<ul style="list-style-type: none"> • Action orientation • Resilience • Accountability & ethical conduct • Learning orientation • Impact and influence • Team orientation

Salary:	R 145 464.00 annually (T06 of a Category 3 Local Authority)
Date of acceptance:	01 December 2022 or as soon as possible
Enquiries:	Mr D Carolissen at 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.
10. The municipality respects the conditions of the Protection of Personal Information Act. By submitting your information and application you confirm that the information you have provide to us is true, up to date and correct.
11. **ONLY APPLICATIONS WITHIN THE BERGRIVIER MUNICIPAL AREA (WC013) WILL BE CONSIDERED.**
12. Successful candidates will be expected to sign a contract of employment, disclosure of benefits and interest and a performance contract (where applicable) with the employer.

A covering letter with at least two contactable references (managers, subordinates or peers), must accompany the completed prescribed application form (available on request at Tel. 022 913 6000 or on the municipality's website www.bergmun.org.za) with certified copies of the necessary qualification certificates and a Curriculum Vitae (Maximum of 3 pages), to reach the **Municipal offices, Piketberg** or mailed to **PO Box 60, Piketberg 7320 for the attention of Ms 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: MONDAY, 14 NOVEMBER 2022 AT 15:30

**ADV H LINDE
MUNICIPAL MANAGER**

MN 254/2022

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



BERGRIVIER MUNISIPALITEIT

Bergrivier Munisipaliteit verseker die welstand van alle gemeenskappe in sy gebied deur ekonomiese groei, sosiale welstand, gemeenskapsbetrokkenheid en effektiewe bestuur binne 'n veilige en gesonde omgewing.

Bergrivier Munisipaliteit, met sy hoofkantoor te Piketberg en ongeveer 1 uur vanaf Kaapstad, beskik tans oor die volgende vakature en aansoeke word ingewag van bevoegde persone wat aan die gestelde minimum posvereistes voldoen. (Vroue en persone met gestremdhede word aangemoedig om ook aansoek te doen.)

VAKATURE INTERNE & EKSTERNE AANSOEKE SAL OORWEEG WORD

HER-ADVERTEER:

TREKKER DRYWER: SPORTVELDE (PIKETBERG)

DIREKTORAAT: GEMEENSKAPSDIENSTE

VERW: GD109/221/PB

Posvereistes: Bevoegdheid in ten minste 2 van die amptelike tale van die Wes-Kaap (Afrikaans/Engels/isiXhosa - Lees, Skryf en Praat) • Goeie menslike verhoudings, interpersoonlike en kommunikasievaardighede • Vermoë om aandag te gee aan besonderhede • Hoë vlak van verantwoordelikheid • Vermoë om onder druk te werk en konfliktsituasies te hanteer • Moet fisies fiks en bekaam wees • Vermoë om in alle werksomstandighede te kan werk • Vermoë om buite normale werksure te werk tydens noodgevalle en beplande oortyd • Vermoë om op bystand te wees.

Kwalifikasie: Graad 8 – Basiese gelettertheid
Geldige Kode C1 bestuurderslisensie, plus PrDP

Ondervinding: Een (1) – Twee (2) jaar relevante ondervinding

Sleutel prestasie areas: Onderneem take/aktiwiteite wat verband hou met die instandhouding van parke/oop ruimtes deur ligte voertuie (trekker) te gebruik, ry na aangewese areas, verskaf leiding aan die werkers deur demonstrasies of verduidelikings van spesifieke volgordes wat verband hou met toegewysde take in die afwesigheid van die Toesighouer en vervoer van werkers, materiaal en toerusting na/van spesifieke liggings • Voer spesifieke take/aktiwiteite by die Depot uit voor en na voltooiing van toegekende opdragte • Voltooi interne prosedurele dokumentasie (bv. Logblaai ens.) en verwante vorms (voertuigkontrolelyste) • Verrig spesifieke take wat verband hou met die bedryf van voertuie (trekker) en toerusting tydens algemene instandhoudingsaktiwiteite van parke/oop ruimtes • Onderneem spesifieke aktiwiteite/take wat verband hou met die proses van onkruiduitwissing • Voer basiese toesighoudende funksies uit deur die werkers te lei en te rig om effektiewe dienslewering deur die operasionele span • Enige ander verwante plig soos versoek deur die toesighouer.

Die bevoegdheidsvlak vir hierdie pos is 'n vlak 4 soos bepaal in Bylae A van die Munisipale Persooneelregulasies Staatskennisgewing R890 soos afgekondig in Staatskoerant 45181 gedateer 20 September 2021 en bestaan uit die volgende bevoegdhede:

Funksionele Bevoegdhede	Bevoeghede t.o.v Openbare Diensoriëntering	Persoonlike Bevoegdhede
<ul style="list-style-type: none">• Voertuigveiligheid• Bestuursgedrag• Leeroriëntering• Kwaliteitsoriëntering	<ul style="list-style-type: none">• Dienstelewerings-oriëntering• Interpersoonlike verhoudings• Kommunikasie	<ul style="list-style-type: none">• Aksie-oriëntering• Volharding• Verantwoordingspligtheid & etiese gedrag• Leer-oriëntering• Impak & invloed• Spanoriëntering

Salaris:	R 145 464.00 per jaar (T06 van 'n Kategorie 3 Plaaslike Owerheid)
Diensaanvaarding:	01 Desember 2022 of so spoedig as moontlik
Navrae:	Mnr D Carolissen by 022 913 6000

ALGEMEEN:

1. 'n Diensbonus gelykstaande aan een maand se salaris is, waar van toepassing, betaalbaar en word aangevul deur die normale voordele van toepassing op die Munisipaliteit, insluitend 'n behuisingstoelae vir huiseienaars, onderhewig aan sekere voorwaardes.
2. Die Munisipaliteit is 'n gelyke geleentheid werkgewer en eerbiedig die bepalings van die Wet op Gelyke Indiensneming.
3. Die Munisipaliteit behou die reg voor om nie 'n aanstelling te maak nie.
4. Alle aanstellings is onderwerpe aan Polisie klaring wat noodwendig beteken dat applikante toestemming verleen dat dit verkry mag word.
5. Aansoeke wat na die sluitingsdatum ontvang word of nie van die dokumentasie hieronder vergesel word nie, sal nie oorweeg word nie.
6. Slegs aansoekers op die kortlys vir onderhoude sal gekontak word. Indien 'n aansoeker binne 6 weke na die sluitingsdatum nog geen terugvoering ontvang het nie, moet aanvaar word dat die aansoek onsuksesvol was.
7. Gunswerwing by enige raadslid en/of enige lid van die aanstellingskomitee en/of enige personeelid van die Munisipaliteit, is ontoelaatbaar en sal aansoekers onmiddellik diskwalifiseer.
8. Benewens die minimum posvereistes en standplaas hierin gestel, mag daar van posbektelers verwag word om oortyd- en bystanddiens te verrig, asook om van tyd tot tyd in ander dele van die munisipale gebied diens te lewer, soos vereis.
9. Aanstelling in sekere poste is onderhewig aan 'n sekerheidsklaring, en daar sal ook van aansoekers verwag word om 'n onderhoud- en evalueringsproses te deurloop, en waar van toepassing, 'n vakttoets af te lê.
10. Die munisipaliteit eerbiedig die bepalings van die Wet op die Beskerming van Persoonlike Inligting. Met die inhandiging van u informasie en aansoek bevestig u dat die inligting wat u aan ons verskaf korrek is en 'n ware weergawe van u mees onlangse inligting.
11. **SLEGS AANSOEKE VANUIT DIE BERGRIVIER MUNISIPALE AREA (WC013) SAL OORWEEG WORD.**
12. Daar sal van suksesvolle kandidate verwag word om 'n dienskontrak, openbaarmaking van voordele en belange en 'n prestasiekontrak (waar van toepassing) met die werkgewer te onderteken.

'n Dekbrief met vermelding van ten minste twee kontakbare verwysings (lynbestuurders, ondergeskiktes of eweknieë), vergesel van die voltooide voorgeskrewe aansoekvorm (op aanvraag verkrygbaar by Tel: 022 913 6000 of op die munisipaliteit se webwerf by www.bergmun.org.za), 'n Curriculum Vitae (maksimum 3 bladsye) en gesertifiseerde afskrifte van die nodige kwalifikasie sertifikate, identiteitsdokument en bestuurderslisensie (**slegs een pos per aansoekvorm**) moet by die **Munisipale Kantore, Piketberg ingedien word of kan gepos word na Posbus 60, Piketberg, 7320 vir die aandag van Me. W Terry Thomas (Menslike Hulpbronbeampte: Voorsiening en Administrasie)**, om haar te bereik nie later nie as die sluitingsdatum.

GEEN FAKSE OF ELEKTRONIESE POS SAL AANVAAR WORD NIE.

SLUITINGSDATUM: MAANDAG, 14 NOVEMBER 2022 OM 15:30

**ADV. H LINDE
MUNISIPALE BESTUURDER**

MK 254/2022

**KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320**