



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:
METER READER (PORTERVILLE)
DIRECTORATE: FINANCIAL SERVICES
REF: FD26/061/PV

Qualifications: Grade 12
Computer Literacy (MS Office)
Code B driver's license

Experience: Two (2) years' relevant experience

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 · Must work overtime when required · Must perform duties in any area of the municipality when required · Ability to perform manual operations and duties on foot.

Job Purpose: To render a meter reading service according to laid down procedures including:
a) reading of water and electricity metering consumption,
b) reporting of problem meters

Key Performance Areas: Reading of water and electricity meters according to schedule to ensure timely billing of services rendered to the community · Vehicle Maintenance and Reports · Any other related duties as requested by the supervisor.

This Competency level for this position is a level 1 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:

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
<ul style="list-style-type: none"> • Written communication • Oral communication • Attention to detail • Influencing • Ethics and Professionalism • Organisational Awareness • Problem solving • Planning and organising 	<ul style="list-style-type: none"> • Business processes • Use of technology • Data processing and analysis 	<ul style="list-style-type: none"> • Interpersonal relationships • Communication • Services delivery orientation • Client orientation and customer focus 	<ul style="list-style-type: none"> • Action orientation • Resilience • Change readiness • Cognitive ability • Learning orientation 	<ul style="list-style-type: none"> • Direction setting • Impact & influence • Coaching & mentoring • Team orientation

Salary:	R 130 560.00 per annum (T05 of a Category 3 Local Authority)
Date of acceptance:	02 January 2024 or as soon as possible
Enquiries:	Mr M Crous 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 subject to Police clearings; which means that by applying for a position at the Municipality, you give us permission to obtain a Police clearance.
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 provided to us is true, up to date and correct.
11. Preference will be given to local candidates within the Bergvriër Municipal area.
12. Successful candidates will be expected to sign a contract of employment, disclosure of benefits and interests 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, 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 Mr DF Verhoog (Human Resources Officer: Provisioning and Administration)** by no later than the closing date.

NO FAXES OR ELECTRONIC APPLICATIONS WILL BE ACCEPTED.

CLOSING DATE: FRIDAY, 24 NOVEMBER 2023 AT 15:00

**ADV H LINDE
MUNICIPAL MANAGER**

MN 219/2023

**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:

METERLESER (PORTERVILLE)

DIREKTORAAT: FINANSIËLE DIENSTE

VERW: FD26/061/PV

Kwalifikasies: Graad 12
Rekenaarvaardigheid (MS Office)
Kode B bestuurderslisensie

Ondervinding: Twee (2) jaar relevante ondervinding

Posvereistes: · Vaardigheid in ten minste 2 van die amptelike tale van die Wes-Kaap (Afrikaans/Engels/isiXhosa - lees, skryf en praat) · Goeie menseverhoudinge, interpersoonlike en kommunikasievaardighede · Vermoë om aandag aan detail te gee · Hoë vlak van verantwoordelikheid · Moet fisies fiks en gesond wees · Moet oortyd werk wanneer nodig · Moet pligte in enige area van die munisipaliteit uitvoer wanneer nodig · Vermoë om aktiwiteite per hand en pligte te voet uit te voer.

Posdoel: Om 'n meterlesersdiens te lewer volgens vasgestelde prosedures, insluitend:
a) lees van water- en elektrisiteitsmeters,
b) rapportering van probleem meters

Sleutel prestasie areas: Lees van water –en elektrisiteitsmeters volgens skedule om tydige fakturering van dienste aan die gemeenskap gelewer te verseker · Voertuigonderhoud en verslae · Enige ander verwante pligte soos versoek deur die toesighouer.

Die bevoegdheidsvlak vir hierdie pos is 'n vlak 1 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:

Kern Professionele Bevoegdhede	Funksionele Bevoegdhede	Bevoegdhede t.o.v Openbare diensoriëntering	Persoonlike Bevoegdhede	Bestuur / Leierskap Bevoegdhede
<ul style="list-style-type: none">• Skriftelike Kommunikasie• Mondelinge Kommunikasie• Aandag aan besonderhede• Invloed• Etiek en Professionalisme• Organisasoriese Bewustheid• Probleemoplossing• Beplanning en Organisering	<ul style="list-style-type: none">• Sakeprosesse• Gebruik van Tegnologie• Data Verwerking & Ontleding	<ul style="list-style-type: none">• Interpersoonlike Verhoudings• Kommunikasie• Diensteleweringsoriëntering• Kliënt-oriëntasie en klantefokus	<ul style="list-style-type: none">• Aksie-oriëntering• Volharding• Gereedheid vir verandering• Kognitiewe vermoë• Leeroriëntering	<ul style="list-style-type: none">• Impak en Invloed• Spanoriëntering• Rigtingbepaling• Afrigting en Mentorskap

Salaris:	R 130 560.00 per jaar (T05 van 'n Kategorie 3 Plaaslike Owerheid)
Diensaanvaarding:	02 January 2024 of so spoedig moontlik
Navrae:	Mnr. M Crous by 022 913 6000

ALGEMEEN:

1. 'n Diensbonus gelykstaande aan een maand se salaris is, waar van toepassing, sal betaalbaar wees 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 onderworpe aan 'n polisieklaring wat noodwendig beteken dat applikante toestemming verleen dat dit verkry mag word.
5. Aansoeke wat na die sluitingsdatum ontvang word of nie vergesel van die dokumentasie hieronder genoem 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 hul aansoek onsuksesvol was.
7. Gunsverwing by enige raadslid en/of enige lid van die aanstellingskomitee en/of enige personeellid 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 onlangse inligting.
11. Voorkeur sal verleen word aan plaaslike kandidate binne Bergrivier Munisipale area.
12. Daar sal van suksesvolle kandidate verwag word om 'n dienskontrak, openbaararmaking 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 voltooid 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 Mnr DF Verhoog (Menslike Hulpbronbeampte: Voorsiening en Administrasie)** om hom te bereik teen nie later nie as die sluitingsdatum.

GEEN FAKSE OF ELEKTRONIESE POS SAL AANVAAR WORD NIE.

SLUITINGSDATUM : VRYDAG, 24 NOVEMBER 2023 OM 15:00

**ADV. H LINDE
MUNISIPALE BESTURDER**

MK 219/2023

**KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320**