



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

VACANCY INTERNAL & EXTERNAL APPLICATIONS WILL BE CONSIDERED

GENERAL ASSISTANT: PARKS (PIKETBERG)
DIRECTORATE: COMMUNITY SERVICES
REF: GD101/431/PB

Requirements: Proficiency in at least two (2) of the official languages of the Western Cape (Afrikaans/English/Xhosa - Read, Write and Speak) · 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 municipality when required · The post must perform general labouring duties at amenities (community hall, caravan park, cemeteries, swimming pool, sport fields, etc.) when required

Qualifications: Basic Literacy / Minimum Grade 10

Experience: 0 – 2 years relevant experience preferably in facility maintenance.

Job Purpose: Undertakes labouring tasks/activities associated with maintaining parks and gardens using hand held tools to cut, trim and shape verges, grass, flower beds and overgrown shrubs and attending to general labouring tasks in accordance with laid down instructions.

Key Performance Areas: Undertakes specific tasks/activities associated with the maintenance of parks and gardens and attends to the cleaning of drainage systems · Cleans vehicle and attends to the storage and care of cleaning tools · Undertakes specific activities/tasks associated with the process of weed eradication · Any other related duties as requested by the supervisor.

This Competencies level for this position is a level 1 as stipulated 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"> Managing work Planning and organizing 	<ul style="list-style-type: none"> Facility specific skills Workplace safety 	<ul style="list-style-type: none"> Interpersonal relationships Communication Service delivery orientation 	<ul style="list-style-type: none"> Action orientation Resilience Change readiness Learning orientation Problem solving Accountability and ethical conduct 	<ul style="list-style-type: none"> Direction setting Impact and influence Team orientation Coaching and mentoring Team orientation

Salary:	R 112 656.00 per annum (T03 of a Category 3 Local Authority)
Date of acceptance:	01 January 2023 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 confirmed that the information you have provide to us is true, correct and up to date.
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 interests and a performance agreement (where applicable) with the employer.

A covering letter with at least two (2) contactable references (managers, subordinates or peers), 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 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, 21 NOVEMBER 2022 AT 15:30

**ADV H LINDE
MUNICIPAL MANAGER**

MN 262/2022

**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. Vroue en persone met gestremdhede word aangemoedig om aansoek te doen.

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

ALGEMENE ASSISTENT: PARKE (PIKETBERG)

DIREKTORAAT: GEMEENSKAPSDIENSTE

REF: GD101/431/PB

Posvereistes: Bevoegdheid in ten minste twee (2) van die amptelike tale van die Wes-Kaap (Afrikaans/Engels/Xhosa - Lees, Skryf en Praat) · Hoë vlak van verantwoordelikheid · Moet fisies fiks en bekwaam wees · Moet onder alle werkstoestande werk · Moet buite normale werkstye tydens noodgevalle en beplande oortyd werk · Moet pligte in die hele gebied van die munisipaliteit uitvoer indien nodig · Die pos moet algemene arbeid verrig by geriewe (gemeenskapsaal, woonwapark, begraaftplaas, swembad, sportvelde, ens.) indien nodig.

Kwalifikasie: Basiese geletterdheid / Minimum Graad 10

Ondervinding: 0 – 2 jaar relevante ondervinding verkieslik in fasiliteitinstandhouding

Doel van Pos: Onderneem arbeidtake/aktiwiteite geassosieer met die instandhouding van parke en tuine deur gebruik te maak van handgereedskap om rande, gras, blombeddings en oorgroeiende struik te sny, snoei en vorm te gee en om algemene arbeidtake te verrig in ooreenstemming met neergelegde instruksies.

Sleutel prestasie areas: Onderneem spesifieke take/aktiwiteite wat verband hou met die instandhouding van parke en tuine en sorg vir die skoonmaak van dreineringsstelsels · Maak die voertuig skoon en sorg vir die berging en versorging van skoonmaakgereedskap · Onderneem spesifieke aktiwiteite/take wat verband hou met die proses van uitroei van onkruid · 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 Personeelregulasies Staatskenningsgewing R890 soos afgekondig in die Staatskoerant 45181 soos gedateer op 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">Bestuur van werkBeplanning en organisering	<ul style="list-style-type: none">Fasiliteitspesifieke vaardighedeWerkplekveiligheid	<ul style="list-style-type: none">Interpersoonlike verhoudingsKommunikasieDienstelewerings oriëntering	<ul style="list-style-type: none">Aksie-oriënteringVolhardingGereedheid vir veranderingLeeroriënteringProbleemoplossingVerantwoordingspligtigheid en etiese gedrag	<ul style="list-style-type: none">RigtingbepalingImpak en invloedSpanoriënteringAfrigting en Mentorskap

Salaries:	R 112 656.00 per jaar (T03 van n kategorie 3 Plaaslike owerhede)
Datum van aanvaarding:	01 Januarie 2023 of so gou as moontlik
Navrae:	Mr D Carolissen at 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. Gunswerwing 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 sekerheidsverklaring en daar sal ook van aansoekers verwag word om 'n onderhoud- en evalueringsproses te deurloop en waar van toepassing, 'n vaktoets 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 suksessvolle 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 (2) kontakbare verwysings (lynbestuurders, ondergeskiktes of eweknieë), vergesel van die voltooiide 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**, om haar te bereik teen nie later nie as die sluitingsdatum.

GEEN FAKSE OF ELEKTRONIESE POS SAL AANVAAR WORD NIE.

SLUITINGSDATUM: MAANDAG, 21 NOVEMBER 2022 OM 15:30

**ADV. H LINDE
MUNISIPALE BESTUURDER**

MK 262/2022

**KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320**