



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 also 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.

VACANCY INTERNAL & EXTERNAL APPLICATIONS WILL BE CONSIDERED

ATTENDANT: ALL SERVICES (REDELINGHUYS) x2

DIRECTORATE: TECHNICAL SERVICES

REF: TD36/551/RH & TD284/551/RH

Qualification: Small Plant – Basic Literacy at NQF Level 1;
Department Proficiency Test

Experience: 1 year relevant experience required

Requirements: Proficiency in at least two (2) of the official languages in the Western Cape (Read, Write & Speak) · High level of responsibility · Required to work outside normal working hours · Must perform duties in the whole area of the municipality when required · The post is required to observe safety procedures during the operation of small plant work · The Physical attributes required for the performance of tasks associated with specific key performance areas in this post necessitates that the incumbent be physically fit and able bodied · Required to work in all weather conditions · Must be prepared to enter confined areas such as manholes, inlets, pipes and culverts.

Job Purpose: Perform basic, routine functions. Follow basic instructions. Perform basic, routine maintenance functions. Performs general labouring activities associated with maintenance and repair work to roads, storm water and drainage systems, maintaining public open spaces and sport grounds, community facilities and halls, collection of waste from residential and business premises, meter readings and other labouring tasks, using hand held tools and machines (spade, pick-axe, wheelbarrow, rake, fork and broom) and compactors, vibrator roller and tar cutter to excavate defined areas, laying of materials and reinforcement products (concrete blocks), cleaning or clearing blockages and sidewalks, in accordance with laid down instructions supporting acceptable standards of service delivery.

Key Performance Areas: Undertakes specific activities associated with the collection of refuse from domestic and business premises and cleaning the area surrounding the refuse disposal site · Undertakes general labouring tasks during maintenance of roads and public facilities/amenities · Undertakes general labouring tasks and operates small plant and equipment during road-works, storm water drainage, road maintenance and road-marking and signage · Undertakes specific activities/tasks associated with the process of weed eradication · Cleans vehicle and attends to the storage and care of cleaning tools · Any other related duties as requested by the Supervisor

This Competency level for this position is a level 2 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"> • Operation Monitoring • Quality Control Analysis • Operation & Control • Troubleshooting • Work Place Safety • Planning & Organising 	<ul style="list-style-type: none"> • Service Delivery Orientation • Interpersonal Relationship • Communication 	<ul style="list-style-type: none"> • Action Orientation • Resilience • Accountability & Ethical Conduct • Learning Orientation • Impact & Influence • Team Orientation

Salary:	R 121 584.00 annually (T04 of a Category 3 Local Authority)
Date of acceptance:	01 February 2024 or as soon as possible
Enquiries:	Mr J Breunissen 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. Preference will only be given to local candidates within the Bergrivier 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 and a Curriculum Vitae (Maximum of 3 pages), to reach **Municipal Offices (Aurora, Eendekuil, Redelinghuys, Piketberg, Porterville & Velddrif) within the municipal area or posted to PO Box 60, Piketberg, 7320 or by courier to 13 Church Street, Piketberg, 7320, for the attention of Mr DF Verhoog, to reach him by no later than the closing date.**

You should note that the Municipality does not accept responsibility for applications that are mailed or sent by courier and are received late or not at all. The onus is still on you to ensure that your application reaches the municipality before the closing date.

NO FAXES OR ELECTRONIC APPLICATIONS WILL BE ACCEPTED.

CLOSING DATE: MONDAY, 18 DECEMBER 2023 AT 16:00

**ADV H LINDE
MUNICIPAL MANAGER**

MN 240/2023

**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. (Vroue en persone met gestremdhede word aangemoedig om ook 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.

VAKATURE INTERNE & EKSTERNE AANSOEKE SAL OORWEEG WORD

WERKER: ALLE DIENSTE (REDELINGHUY) *2

DIREKTORAAT: TEGNIESE DIENSTE

VERW: TD36/551/RH & TD284/551/RH

Kwalifikasie: Klein Plant – Basiese Geletterdheid op NKR-vlak 1;
Departement Vaardigheidstoets

Ondervinding: 1 jaar relevante ondervinding

Posvereistes: Vaardigheid in ten minste twee (2) van die amptelike tale in die Wes-Kaap (lees, skryf en praat) · Hoë vlak van verantwoordelikheid · Vereis om buite normale werksure te werk · Moet pligte in die hele area van die munisipaliteit verrig wanneer nodig · Die pos word vereis om veiligheidsprosedures na te kom tydens die bedryf van klein aanlegwerk · Die Fisiese eienskappe benodig vir die uitvoering van take wat verband hou met spesifieke sleutel prestasie-areas in hierdie pos vereis dat die posbekleër fisies fiks en bekwaam moet wees · Vereis om in alle weerstoestande te werk · Moet bereid wees om beperkte gebiede soos mangate, inlate, pype en duikers binne te gaan.

Posdoel: Voer basiese roetine-funksies uit. Volg basiese instruksies. Voer basiese roetine-instandhoudingsfunksies uit. Voer algemene arbeidsaktiwiteite uit wat verband hou met instandhouding en herstelwerk aan paaie, stormwater- en dreineringsstelsels, instandhouding van openbare oop ruimtes en sportgronde, gemeenskapsfasiliteite en -sale, versameling van afval van woon- en sakepersele, meterlesings en ander arbeidstake, met behulp van hand gereedskap en masjiene (graaf, pikbyl, kruise, hark, vork en besem) en kompakteerders, vibratortroller en teersnyer om gedefinieerde areas uit te grawe, lê van materiaal en versterkingsprodukte (betonblokke), skoonmaak of skoonmaak van blokkasies en sypaadjies, in ooreenstemming met neergelegde instruksies wat aanvaarbare standaarde van dienslewering ondersteun.

Sleutel prestasie areas: Onderneem spesifieke aktiwiteite wat verband hou met die versameling van vullis vanaf huishoudelike en besigheidpersele en die skoonmaak van die area rondom die vullisverwyderingsterrein · Onderneem algemene arbeidstake tydens instandhouding van paaie en openbare fasiliteite/geriewe · Onderneem algemene arbeidstake en bedryf klein aanleg en toerusting tydens pad - werke, stormwaterdreinerings, padinstandhouding en padmerk en naamborde · Onderneem spesifieke aktiwiteite/take wat verband hou met die proses van onkruiduitroeiing · Maak voertuig skoon en sorg vir die berging en versorging van skoonmaakgereedskap · Enige ander verwante pligte soos versoek deur die Toesighouer

Die bevoegdheidsvlak vir hierdie pos is 'n vlak 2 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"> • Operasie-monitoring • Gehaltebeheer-analise • Bedryf & Beheer • Probleemoplossing • Werkplekveiligheid • Beplanning & Organisering 	<ul style="list-style-type: none"> • Dienslewering-oriëntering • Interpersoonlike Verhouding • Kommunikasie 	<ul style="list-style-type: none"> • Aksie-oriëntasie • Veerkragtigheid • Verantwoordbaarheid en etiese gedrag • Leeroriëntering • Impak & Invloed • Spanoriëntering

Salaris:	R 121 584.00 per jaar (T04 van 'n Kategorie 3 Plaaslike Owerheid)
Diensaanvaarding:	01 Februarie 2024 of so spoedig moontlik
Navrae:	Mnr J Breunissen 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 bepalinge 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. 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 bepalinge 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. Voorkeur sal slegs verleen word aan plaaslike kandidate binne Bergrivier Munisipale area (WC013).
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 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**) kan by enige van die **onderskeie Munisipale Kantore (Aurora, Eendekuil, Redelinghuys, Piketberg, Porterville & Velddrif)** binne die munisipale gebied ingehandig word of **gepos word na Posbus 60, Piketberg, 7320 of per koerier na Kerkstraat 13, Piketberg, 7320, vir die aandag van Mr. DF Verhoog**, om hom te bereik teen nie later nie as die sluitingsdatum.

U moet kennis neem dat die Munisipaliteit nie verantwoordelikheid aanvaar vir aansoeke wat gepos of per koerier gestuur word en laat of glad nie ontvang word nie. Die onus berus nog steeds op u om te verseker dat u aansoek die munisipaliteit voor die sluitingsdatum bereik.

GEEN FAKSE OF ELEKTRONIESE POS SAL AANVAAR WORD NIE.

SLUITINGSDATUM: MAANDAG, 18 DESEMBER 2023 OM 16:00

**ADV. H LINDE
MUNISIPALE BESTUURDER**

MK 240/2023

**KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320**