



# 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**

**PROCESS CONTROLLER CLASS II: WWTW (VD)**

**DIRECTORATE: TECHNICAL SERVICES**

**REF: TD133/431/VD**

**Qualification:** Grade 12 or relevant post matric qualification preferably a NTC 3 in Water Treatment or Waste Water Treatment ;  
• Trade related qualification: Operators Certificate/ Waste Water Treatment Practice (N3); and  
• Class II Process Controller in accordance with Department of Water Affairs Regulations.

**Experience:** 1 - 2 year's relevant experience required

**Requirements:** Code B driver's licence · Proficiency in at least two (2) of the official languages in the Western Cape (Read, Write & Speak) · Ability to do basic calculations · High level of responsibility · Ability to give attention to detail · Demonstrate knowledge of process functionality within a Waste Treatment Plant/ Waste Water Treatment Works and associated installations; and · Demonstrate knowledge of plant performance and system functionality and recording and reporting outcomes · Must be physically fit and healthy · Must be able to enter confined areas such as manholes, inlets, pipes and culverts · Good sight, hearing and speech ability.

**Job Purpose:** Maintain uninterrupted functionality within the Waste Water Treatment Plant through the application of laid down procedures with respect of the monitoring and checking of plant performance and system functionality, conducting tests and analysis, recording and reporting outcomes in order to ensure that optimum functionality levels are maintained in compliance with relevant regulations, policies, plant procedures and Green Drop standards.

**Key Performance Areas:** Execute applications and actions associated with the operations of the waste Water Treatment Plant and Pump Stations · Execute and implement risk-based waste water safety and security plans and operational activities · Attend to routine communication and/ or general housekeeping Activities · Perform specific activities associated with the provision of support, oversight and guidance at work sites in the absence of and/ or as instructed by the Superior · The post is responsible for the operations of the plant in accordance with standards operating procedures and adjustments or actions outside specifications, to address deviations, are only executed upon approval · Operators are obliged to operate by specific regulatory standards which are reflected in the treatment plant permit as licensed by the DWAF · Operators must also know and abide by the guidelines of the Clean Water Act and Safe Drinking Water Act · Any other related duty 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:

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management/ Leadership Competencies
<ul style="list-style-type: none"> <li>Oral Communication</li> <li>Written Communication</li> <li>Problem Solving</li> <li>Decision Making</li> <li>Planning &amp; Organising</li> <li>Ethics &amp; Professionalism</li> </ul>	<ul style="list-style-type: none"> <li>Discipline Specific Skills</li> <li>Task Management</li> <li>Use of Process Specific</li> <li>Quality Orientation</li> <li>Work Place Safety</li> <li>People Management</li> </ul>	<ul style="list-style-type: none"> <li>Service Delivery Outcome Orientation</li> <li>Interpersonal Relationship</li> <li>Communication</li> </ul>	<ul style="list-style-type: none"> <li>Action &amp; Outcome Orientation</li> <li>Resilience</li> <li>Change Readiness</li> <li>Cognitive Ability</li> <li>Learning Orientation</li> </ul>	<ul style="list-style-type: none"> <li>Direction Setting</li> <li>Impact &amp; Influence</li> <li>Coaching, Mentoring &amp; Potential</li> <li>Team Orientation</li> </ul>

<b>Salary:</b>	R 153 324.00 annually (T06 of a Category 3 Local Authority)
<b>Date of acceptance:</b>	01 February 2024 or as soon as possible
<b>Enquiries:</b>	Mr A. Petersen at 022 783 1112

**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](http://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 (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 242/2023**

**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

**PROSES KONTROLEERDER KLAS II: WWTW (VD)**  
**DIREKTORAAT: TEGNIESE DIENSTE**  
**VERW: TD133/431/VD**

**Kwalifikasie:** Graad 12 of relevante post matriek kwalifikasie verkieslik 'n NTC 3 in Waterbehandeling of  
• Afvalwaterbehandeling/Handelsverwante kwalifikasie: Operateursertifikaat/ Afvalwaterbehandelingspraktyk (N3); en  
• Klas II Prosesbeheerder in ooreenstemming met Departement Waterwese Regulasies.

**Ondervinding:** 1 - 2 jaar se relevante ondervinding

**Posvereistes:** Kode B-bestuurslisensie · Vaardigheid in ten minste twee (2) van die amptelike tale in die Wes-Kaap (Lees, Skryf & Praat) · Vermoë om basiese berekeninge te doen · Hoë vlak van verantwoordelikheid · Vermoë om aandag aan detail te gee · Demonstreer kennis van prosesfunksionaliteit binne 'n Afvalverwerkingsaanleg/ Afvalwaterbehandelingswerke en verwante installasies; en · Kennis van aanlegwerkverrigting en stelselfunksionaliteit te demonstreer en uitkomste aan te teken en aan te meld · Moet fisies fiks en gesond wees · Moet in staat wees om beperkte gebiede soos mangate, inlate, pype en duikers binne te gaan · Goeie sig-, gehoor- en spraakvermoë

**Posdoel:** Handhaaf ononderbroke funksionaliteit binne die Afvalwatersuiweringaanleg deur die toepassing van neergelegde prosedures met betrekking tot die monitering en kontrolering van aanlegprestasie en stelselfunksionaliteit, die uitvoer van toetse en analise, aantekening en verslagdoening van uitkomste om te verseker dat optimale funksionaliteitsvlakke gehandhaaf word in ooreenstemming met relevante regulasies, beleide, plantprosedures en Groendruppel-standaarde.

**Sleutel prestasie areas:** Voer toepassings en aksies uit wat verband hou met die bedrywighede van die afvalwatersuiweringaanleg en pompstasies · Voer uit en implementeer risiko-gebaseerde afvalwaterveiligheid- en sekuriteitsplanne en operasionele aktiwiteite · Gee aandag aan roetine kommunikasie en/of algemene huishouding Aktiwiteite · Voer spesifieke aktiwiteite uit wat verband hou met die verskaffing van ondersteuning, toesig en leiding by werkterreine in die afwesigheid van en/ of soos deur die Hoër opdrag gegee · Die pos is verantwoordelik vir die werksaamhede van die aanleg in ooreenstemming met standaard bedryfsprosedures en aanpassings of aksies buite spesifikasies, om afwykings aan te spreek. , word slegs uitgevoer met goedkeuring · Operateurs is verplig om te funksioneer volgens spesifieke regulatoriese standaarde wat weerspieël word in die behandelingsaanlegpermit soos gelisensieer deur die DWAB · Operateurs moet ook die riglyne van die Wet op Skoon Water en Wet op Veilige Drinkwater ken en daarby hou · Enige ander verwante plig soos deur die Toesighouer versoek ·

Die bevoegdheidsvlak vir hierdie pos is 'n vlak 2 soos bepaal in Bylae A van die Munisipale Personeelregulasies Staatskenningsgewing R890 soos afgekonddig in Staatskoerant 45181 gdateer 20 September 2021 en bestaan uit die volgende bevoegdhede:

Kern Professionele Vaardighede	Funksionele Vaardighede	Staatsdiensoriënteringsbevoegdhede	Persoonlike Vaardighede	Bestuur/ Leierskap Bevoegdhede
<ul style="list-style-type: none"> <li>• Mondelinge Kommunikasie</li> <li>• Geskrewe kommunikasie</li> <li>• Probleemoplossing</li> <li>• Besluitneming</li> <li>• Beplanning &amp; Organisering</li> <li>• Etiek &amp; Professionaliteit</li> </ul>	<ul style="list-style-type: none"> <li>• Diensleweringsoriëntering</li> <li>• Interpersoonlike Verhouding</li> <li>• Kommunikasie</li> </ul>	<ul style="list-style-type: none"> <li>• Dienslewering Uitkomsoriëntering</li> <li>• Interpersoonlike Verhouding</li> <li>• Kommunikasie</li> </ul>	<ul style="list-style-type: none"> <li>• Aksie &amp; Uitkoms Oriëntering</li> <li>• Veerkragtigheid</li> <li>• Verandergereedheid</li> <li>• Kognitiewe vermoë</li> <li>• Leeroriëntering</li> </ul>	<ul style="list-style-type: none"> <li>• Rigtinginstelling</li> <li>• Impak &amp; Invloed</li> <li>• Afrigting, Mentorskap &amp; Potensiaal</li> <li>• Spanoriëntering</li> </ul>

<b>Salaris:</b>	R 153 324.00 per jaar (T06 van 'n Kategorie 3 Plaaslike Owerheid)
<b>Diensaanvaarding:</b>	01 Februarie 2024 of so spoedig moontlik
<b>Navrae:</b>	Mnr A. Petersen by 022 783 1112

## 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. 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 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 voltooide voorgeskrewe aansoekvorm (op aanvraag verkrygbaar by Tel: 022 913 6000 of op die munisipaliteit se webwerf by [www.bergmun.org.za](http://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 242/2023**

**KERKSTRAAT 13  
POSBUS 60  
PIKETBERG  
7320**