



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 a 90 minutes 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:
PROCESS CONTROLLER CLASS II: WWTW (VELDDRIF)
DIRECTORATE: TECHNICAL SERVICES
REF: TD291/292/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)

Experience: One (1) - Two (2) years' relevant experience required

Requirements: Class II Operator as per requirements by Department of Water and Sanitation · 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 Water Treatment Works and associated installations · 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 · 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

Job Purpose: To attend to the treatment of wastewater through the application of specific operating procedures, controlling of wastewater treatment plant performance, conducting of tests and executing approved corrective measures to ensure outcomes comply with standards and prescribed specifications and optimum operating functionality is maintained

Key Performance Areas: Executes specific applications related to the operations of the waste Water Treatment Plant to ensure laid down procedures and / or instructions are applied and complied during the treatment or purification process · Cleans operating units and attends to the disposal of waste to ensure housekeeping standards are observed supporting optimum functionality and minimizing unnecessary downtime · Supervises and controls the rendering of Civil Services with regard to the operations and maintenance of Waste Water Treatment Works · Recordkeeping and reporting on activities · Responsible for Health and Safety compliance with statutory regulations during tasks which include protocols and procedures in order to minimise any incidents and injuries and to maintain a healthy and safe working environment · Responsible to partake in the Municipality's Performance Management and Development System

The Competency Framework for this position is a Process Controller Competency 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
- Oral Communication - Written Communication - Problem Solving - Decision Making - Planning & Organising - Ethics & Professionalism	- Discipline Specific Skills - Task Management - Use of Process Specific - Quality Orientation - Work Place Safety - People Management	- Service Delivery Outcome Orientation - Interpersonal Relationships - Communication	- Action & Outcome Orientation - Resilience - Change Readiness - Cognitive Ability - Learning Orientation	- Direction Setting - Impact & Influence - Coaching, Mentoring & Potential - Team Orientation

Salary:	R 162 636.00 annually (T06 of a Category 3 Local Authority) plus Possible Shifts
Date of acceptance:	01 August 2025 or as soon as possible
Enquiries:	Mr W Burger 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 SAPS clearance; 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 be given to local candidates within the Bergrivier Municipal area (WC013).
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: FRIDAY, 30 MAY 2025 AT 15:00

**ADV H LINDE
MUNICIPAL MANAGER**

MN 73/2025

**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 90 minute 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:
PROSES KONTROLEERDER KLAS II: WWTW (VELDDRIF)
DIREKTORAAT: TEGNIESE DIENSTE
VERW: TD291/292/VD

Kwalifikasie: Graad 12 of relevante post matriek kwalifikasie verkieslik 'n NTC 3 in Waterbehandeling of; Afvalwaterbehandeling Handelsverwante kwalifikasie: Operateursertifikaat/ Afvalwaterbehandelingspraktyk (N3)

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

Posvereistes: Klas II-operateur soos per die Departement van Water en Sanitasie voorgeskryf · 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 te gee tot detail · Demonstreer kennis van prosesfunksionaliteit binne 'n Afvalwatersuiweringswerke en verwante installasies · Demonstreer kennis van aanlegwerkverrigting, stelsel funksionaliteit, opname en rapportering van uitkomst · Moet fisies fiks en gesond wees · Moet in staat wees om beperkte spasies / areas te betree soos mangate, inlate, pype en duikweë · Vereis om in alle weerstoestande te werk · Vereis om buite normale werksure te werk tydens noodgevalle en beplande oortyd · Moet pligte in die hele gebied van die Munisipaliteit verrig wanneer nodig

Posdoel: Om aandag te gee aan die behandeling van afvalwater deur die toepassing van spesifieke bedryfsprosedures, beheer van afvalwatersuiweringsaanleg se prestasie, uitvoer van toetse en die uitvoering van goedgekeurde regstellende maatreëls om te verseker dat uitkomst aan standaarde en voorgeskrewe spesifikasies voldoen en optimale bedryfsfunksie gehandhaaf word

Sleutel prestasie areas: Voer spesifieke toepassings uit wat verband hou met die bedrywighede van die afvalwatersuiweringsaanleg om te verseker dat vasgestelde prosedures en/of instruksies tydens die behandelings- of suiweringsproses toegepas en nagekom word · Maak bedryfseenhede skoon en sorg vir die wegdoening van afval om te verseker dat huishoudingstandaarde nagekom word · optimale funksionaliteit en die vermindering van onnodige stilstand · Hou toesig oor en beheer oor die lewering van Siviele Dienste met betrekking tot die bedrywighede en instandhouding van Afvalwaterbehandelingswerke · Rekordhouding en verslagdoening oor aktiwiteite · Verantwoordelik vir Gesondheid en Veiligheid nakoming van statutêre regulasies tydens take wat protokolle en prosedures insluit ten einde enige voorvalle en beserings tot die minimum te beperk en om 'n gesonde en veilige werksomgewing te handhaaf · Verantwoordelik om deel te neem aan die Munisipaliteit se Prestasiebestuur- en Ontwikkelingstelsel

Die Bevoegdheidsraamwerk vir hierdie pos is 'n Prosesbeheerder Bevoegdheidsvlak 1 soos gestipuleer in Bylae A van die Munisipale Personeelregulasies Staatskennisgewing R890 soos afgekondig in Staatskoerant 45181 gedateer 20 September 2021 en bestaan uit die volgende bevoegdhede:

Kern Professionele Vaardighede	Funksionele Vaardighede	Staatsdiensoriënteringsbevoegdhede	Persoonlike Vaardighede	Bestuur/ Leierskap Bevoegdhede
- Mondelinge Kommunikasie - Geskrewe kommunikasie - Probleemoplossing - Besluitneming - Beplanning & Organiserings - Etiek & Professionaliteit	- Dissipline Spesifieke Vaardighede - Taakbestuur - Gebruik van Prosesspesifieke tegnologie - Kwaliteitsoriëntering - Werkplekveiligheid - Mensebestuur	- Dienslewering - Uitkomsoriëntering - Interpersoonlike Verhouding - Kommunikasie	- Aksie & Uitkoms Oriëntering - Veerkragtigheid - Verander gereedheid - Kognitiewe vermoë - Leeroriëntering	- Rigtinginstelling - Impak & Invloed - Afrigting, Mentorskap & Potensiaal - Spanoriëntering

Salaris:	R 162 636.00 per jaar (T06 van 'n Kategorie 3 Plaaslike Owerheid) plus Moontlike Skofte
Diensaanvaarding:	01 Augustus 2025 of so spoedig moontlik
Navrae:	Mnr W Burger 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 SAPD klaring wat noodwendig beteken dat applikante toestemming verleen dat dit verkry mag word.
5. Aansoeke wat na die sluitingsdatum ontvang word of nie vergesel is 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 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 posbekteërs 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. Voorkeur sal verleen word aan plaaslike kandidate binne Berggrivier 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), '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: VRYDAG, 30 MEI 2025 OM 15:00

**ADV. H LINDE
MUNISIPALE BESTUURDER**

MK 73/2025

**KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320**