



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

HUMAN RESOURCE OFFICER: PROVISIONING AND ADMINISTRATION
DIRECTORATE: CORPORATE SERVICES
REF: KD33/071/PB

Qualification: A relevant 3 year tertiary qualification in Human Resources Management

Requirements: Code B Driver's license · Proficiency in at least 2 of the official languages of the Western Cape (Afrikaans/English/isiXhosa - read, write & speak) · Sound supervisory skills · Must be able to work independently · Computer literacy (MS Office, HR System (PAYDAY) · Good writing, administrative, interpersonal and communication skills · Knowledge of relevant labour legislation with specific reference to the Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act and collective agreements concluded in the Bargaining Council · Good human resource management administration skills.

Experience: Two (2) – Five (5) years' relevant experience required

Job Purpose: Provide a recruitment, selection, personnel administration and payroll administration function within the Human Resources Department through the implementation and application of policies, procedures, systems and controls associated with the function aimed at supporting the accomplishment of the Department's key performance areas and service delivery objectives.

Key Performance Areas: Co-ordinates and controls tasks/ activities associated with controlling personnel performance, productivity and discipline · Providing, supervises and co-ordinates administrative requirements associated with the Human Resources functionality · Collates and/or supervises and co-ordinate and control the preparation of qualitative and quantitative information for inclusion into specific statutory reports · Provides, supervises and co-ordinates personnel administration support and employee benefits services · Conduct induction ensuring proper induction of new entrants · Controls and ensures effective payroll administration services · Controls and ensures effective processes for verifying leave administration services · Supervises and control the rendering of a quality Medical Aid administration service delivery · Supervises and control the activities associated with Pension/ Retirement Fund administration · Supervises and control the administration of benefits to pensioners with regards to continued medical aid fund membership · Provides, supervises and co-ordinates specific sequences associated with the employment of personnel · Supervises and co-ordinates specific sequences associated with the administration of disability claims · 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"> • Organisational awareness • Consulting • Planning and Organising • Monitoring and Control • Negotiation • Oral Communication • Written Communication 	<ul style="list-style-type: none"> • Change Management • HR Technology/ Information Management • HR Service Delivery • Strategic HR Management • Talent Management • Workforce Planning • Learning and Development • Occupational Health and Safety • Compensation and Benefits Management • Performance Management • Employee Wellness • Industrial and Labour Relations 	<ul style="list-style-type: none"> • Interpersonal Relations • Communication • Services Delivery Orientation 	<ul style="list-style-type: none"> • Action and Outcome Orientation • Conflict Management • Resilience • Learning Orientation • Problem Solving and Analysis • Accountability & Ethical Conduct 	<ul style="list-style-type: none"> • Direction Setting • Impact & Influence • Coaching & Mentoring • Team Orientation

Salary:	R 349 848.00 annually (T12 of a Category 3 Local Authority)
Date of acceptance:	01 July 2023 or as soon as possible
Enquiries:	Mr AW Rheeder 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 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 the **Municipal offices, Piketberg or mailed to PO 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: FRIDAY, 14 APRIL 2023 AT 15:00

**ADV H LINDE
MUNICIPAL MANAGER**

MN54/2023

**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

MENSLIKE HULPBRONDIENTSE BEAMPTTE: VOORSIENING EN ADMINISTRASIE DIREKTORAAT: KORPORATIEWE DIENSTE VERW: KD33/071/PB

Kwalifikasie: 'n Toepaslike 3 jaar tersiêre kwalifikasie in Menslike Hulpbronbestuur

Vereistes: Kode B Bestuurderslisensie · Vaardigheid in ten minste 2 van die amptelike tale van die Wes-Kaap (Afrikaans/Engels/isiXhosa - lees, skryf en praat) · Goeie toesighoudingsvaardighede · Moet onafhanklik kan werk · Rekenaargeletterdheid (MS Office, HR Stelsel (BETALINGS DAG)) · Goeie skryf-, administratiewe, interpersoonlike en kommunikasievaardighede · Kennis van relevante arbeidswetgewing met spesifieke verwysing na die Wet op Basiese Diensvoorwaardes, Wet op Arbeidsverhoudinge, Wet op Gelyke Indiensneming en kollektiewe ooreenkomste wat in die Bedingingsraad gesluit is · Goeie menslike hulpbron bestuursadministrasie vaardighede.

Ondervinding: Twee (2) – Vyf (5) jaar relevante ondervinding

Posdoel: Voorsien 'n werwing-, keurings-, personeeladministrasie- en betaalstaat administrasie funksie binne die Menslike Hulpbronne-afdeling deur die implementering en toepassing van beleide, prosedures, stelsels en kontroles wat met die funksie geassosieer word en wat daarop gemik is om die bereiking van die Departement se sleutelprestasie-areas en dienslewingsdoelwitte, te ondersteun.

Sleutel prestasie areas: Koördineer en beheer take/aktiwiteite wat verband hou met die beheer van personeelprestasie, produktiwiteit en dissipline · Verskaf, hou toesig oor en koördineer administratiewe vereistes wat verband hou met Menslike Hulpbronne-funksionaliteit · Saamstel en/of hou toesig oor en koördineer en beheer die voorbereiding van kwalitatiewe en kwantitatiewe inligting vir insluiting in spesifieke statutêre verslae · Verskaf, hou toesig oor en koördineer personeeladministrasie-ondersteuning en werknemervoordele-dienste · Voer induksie uit om behoorlike induksie van nuwe toetreders te verseker · Beheer en verseker effektiewe betaalstaat administrasie dienste · Beheer en verseker effektiewe prosesse vir die verifiëring van verlofadministrasie · Hou toesig en beheer oor die lewering van 'n kwaliteit Mediese fonds administrasie diens · Hou toesig en beheer oor die aktiwiteite wat verband hou met Pensioen-/Aftreefondsadministrasie · Hou toesig en beheer oor die administrasie van voordele van pensioenarisse t.o.v. voortgesette mediese fonds lidmaatskap · Verskaf, hou toesig oor en koördineer spesifieke stappe wat verband hou met die indiensneming van personeel · Hou toesig oor en koördineer spesifieke stappe wat verband hou met die administrasie van ongeskiktheidseise · Enige ander verwante pligte soos deur die toesighouer versoek.

Die bevoegdheidsvlak vir hierdie pos is 'n vlak 2 soos bepaal in Bylae A van die Munisipale Personeel Regulasies 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"> Organisatoriese bewusheid Konsultasie Beplanning en organisering Monitering en beheer Onderhandeling Mondelinge kommunikasie Skriftelike kommunikasie 	<ul style="list-style-type: none"> Veranderingsbestuur HR Tegnologie/ Inligtingsbestuur HR Dienslewering Strategiese HR Bestuur Talentbestuur Arbeidsmag beplanning Leer en ontwikkeling Beroepsgesondheid- en veiligheid Vergoeding en Voordelebestuur Prestasiebestuur Werknemer welstand Nywerheids- en arbeidsverhoudinge 	<ul style="list-style-type: none"> Interpersoonlike Verhoudings Dienstelewerings- oriëntering Kommunikasie 	<ul style="list-style-type: none"> Aksie en uitkoms- oriëntering Konflikbestuur Volharding Leeroriëntering Probleemoplossing en Analise Aanspreeklikheid en Etiese gedrag 	<ul style="list-style-type: none"> Impak en invloed Spanoriëntering Rigtingbepaling Afrigting en Mentorskap

Salaris:	R 349 848.00 per jaar (T12 van 'n Kategorie 3 Plaaslike Owerheid)
Datum van aanvaarding:	01 Julie 2023 of so gou as moontlik
Navrae:	Mnr AW Rheeder 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 onderworpe aan 'n polisieverklaring 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 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 Bergrivier 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 (2) kontakbare verwysings (lynbestuurders, ondergeskiktes of eweknieë), vergesel van die voltooië 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: VRYDAG, 14 APRIL 2023 OM 15:00

**ADV. H LINDE
MUNISIPALE BESTURDER**

MK54/2023

**KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320**