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 minute 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 AND EXTERNAL APPLICATIONS WILL BE CONSIDERED

RE-ADVERTISE:
MANAGER: CIVIL ENGINEERING SERVICES (PIKETBERG)
DIRECTORATE: TECHNICAL SERVICES
REF: TD4/551/PB

Qualifications: A relevant Higher National Diploma in Engineering with extensive experience, and or B Tech
Computer Literacy: MS Office

Experience: Ten (10) years' or more relevant experience is required with Pr Techni Eng registration

Requirements: Code B driver's licence · Proficiency in at least 2 of the official languages of the Western Cape (Afrikaans / English / isiXhosa-read, write & speak) Good management, supervision, human relations, interpersonal and communication skills · Strategic planning skills · Ability to give attention to detail · High level of responsibility · Ability to work under stressful and pressuring circumstances · Ability to deal with conflict situations · Must be physically fit and able bodied · Must work overtime when required · Considerable management experience at a senior level in the civil engineering field to take high intensity, independent decisions and negotiate with professional registered engineers · Compliance with the relevant Minimum Competency levels as prescribed in Government Gazette 29967 dated 15 June 2007 as amended (or attainment of the minimum competencies within a period of 18 months from date of appointment)

Job Purpose: Ensure the provisioning of the following core functions to ensure accountable, sustainable and effective civil services in line with the IDP, relevant legislation, policies, guidelines, master plans, Spatial Development Framework and constraints of the municipality through strategic management practices:

a) Water & waste water services
b) Roads & storm water services
c) Solid waste management services including transfer stations and land fill site management, and
d) Fleet Management Support
e) Minor Building Maintenance Services (day to day maintenance)

Key Performance Areas: Identifies, defines and implements the immediate, short and long term managerial objectives and plans (5 to 20/30 years) associated with the provision of administrative support to departments · Initiates, plans, develops and drives long term plans for the human resources functionality in respect of the Department · Manages, directs and controls outcomes associated with the utilization, productivity and performance of personnel in the Department · Manages and co-ordinates procedures and processes associated with maintaining employment relations and healthy working environment · Manages the implementation of financial controls/procedures and provides information to support financial planning sequences · Manages the formulation of specific contracts and tender documents and controls contractual obligations in respect of the relevant areas of responsibility · Initiates the compilation of new By-laws or policies and/or changes to existing policies · Implements procedures, systems and controls to regulate specific work sequences associated with the functionality · Compiling/disseminating strategic, functional and operational information/decisions on short and long term objectives and current developments, problems and constraints · Manages, co-ordinates and controls key dimensions and requirements associated with occupational health and safety within the department · Manages, co-ordinates and controls specific processes associated with the implementation, monitoring, communication and all relevant phases of projects pertaining to the different functionalities · Managing civil engineering related service-delivery activities undertaken by or on behalf of the department including water and wastewater services, roads and storm water services, Solid waste as well as engineering support services to promote proper service delivery · Ensure consistent compliance with national, provincial and municipal legislation as well as policies applicable to or affecting the department / service delivery · Information and knowledge management · Asset management · Communication and civic engagement · Customer relations and client services management · Skills development · Responsible to part take in the Municipality's Performance Management and Development System

The Competency Framework for this position is an Engineering Professionals – Technician Competency Level 5 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
• Planning • Organisational Awareness • Attention to Detail	• Design • Project Management • Construction • Operations and Maintenance	• Interpersonal Relationships • Service Delivery Orientation • Communication	• Action and Outcome Orientation • Resilience • Change Readiness • Cognitive Ability • Learning Orientation • Accountability & Ethical Conduct	• Impact & Influence • Team Orientation • Direction Setting • Coaching & Mentoring

Salary:	R 777 996.00 per annum (T17 of a Category 3 Local Authority) plus Car Allowance
Date of acceptance:	01 August 2025 or as soon as possible
Enquiries:	Mr DC van Turha at 022 913 6023

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 SAPS clearance; 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 (2) 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, ID document, Drivers Licence and a Curriculum Vitae (Maximum of 3 pages), (only one post per application form) 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: FRIDAY, 13 JUNE 2025 AT 15:00

ADV H LINDE
MUNICIPAL MANAGER

13 CHURCH STREET
P O BOX 60
PIKETBERG
7320

MN 92/2025

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 EN EKSTERNE AANSOEKE SAL OORWEEG WORD

HER-ADVERTEER:
BESTUURDER: SIVIELE INGENIEURSDIENSTE (PIKETBERG)
DIREKTORAAT: TEGNIESE DIENSTE
VERW: TD4/551/PB

Kwalifikasie: 'n Toepaslike Hoër Nasionale Diploma in Ingenieurswese met uitgebreide ondervinding, en of B Tech
Rekenaargeletterdheid: MS Office

Ondervinding: Tien (10) jaar of meer relevante ondervinding word vereis met Pr Techni Eng registrasie

Pos vereistes: Kode B-bestuurslisensie · Vaardigheid in ten minste 2 van die amptelike tale van die Wes-Kaap (Afrikaans / Engels / isiXhosa-lees, skryf en praat) Goeie bestuur, toesig, menseverhoudinge, interpersoonlike en kommunikasievaardighede · Strategiese beplanningsvaardighede · Vermoë om aandag aan detail te gee · Hoë vlak van verantwoordelikheid om onder stres en druk te werk · vermoë om onder stres en druk te werk konfliksituasies · Moet fisies fiks en bekwaam wees · Moet oortyd werk wanneer nodig · Aansienlike bestuurservaring op 'n senior vlak in die siviele ingenieursveld om hoë intensiteit, onafhanklike besluite te neem en met professionele geregistreerde ingenieurs te onderhandel · Voldoening aan die relevante Minimum bevoegdheidsvlakke soos voorgeskryf in Staatskoerant gedateer 29157, gedateer 29176 Junie van die minimum bevoegdhede binne 'n tydperk van 18 maande vanaf datum van aanstelling)

Posdoel: Verseker die voorsiening van die volgende kernfunksies om verantwoordbare, volhoubare en doeltreffende siviele dienste te verseker in ooreenstemming met die GOP, relevante wetgewing, beleide, riglyne, meesterplanne, Ruimtelike Ontwikkelingsraamwerk en beperkings van die munisipaliteit deur strategiese bestuurspraktyke:

a) Water- en afvalwaterdienste
b) Paaie en stormwaterdienste
c) Vasteafvalbestuursdienste, insluitend oorlaaistasies en grondvulterreinbestuur, en
d) Vlootbestuurondersteuning
e) Geringe gebou-instandhoudingsdienste (daaglikse instandhouding)

Sleutel prestasie areas: Identifiseer, definieer en implementeer die onmiddellike, kort- en langtermynbestuursdoelwitte en -planne (5 tot 20/30 jaar) wat verband hou met die verskaffing van administratiewe ondersteuning aan departemente · inisieer, beplan, ontwikkel en dryf langtermynplanne vir die menslikehulpbronfunksionaliteit ten opsigte van die Departement · Bestuur, rig en beheer uitkomste wat verband hou met die benutting, produktiwiteit en prestasie van personeel in die Departement · Bestuur en koördineer prosedures en prosesse wat verband hou met die handhawing van diensverhoudinge en gesonde werksomgewing · Bestuur die implementering van finansiële beheermaatreëls/prosedures en verskaf inligting om finansiële beplanningssekwense te ondersteun · Bestuur die formulering van spesifieke kontrakte en tenderdokumente en beheer kontraktuele verpligtinge ten opsigte van die relevante areas van verantwoordelikheid · Inisieer die samestelling van nuwe verordeninge of beleide en/of veranderinge aan bestaande beleide · Implementeer prosedures, stelsels en kontroles om spesifieke werksekwense wat met die funksionaliteit geassosieer word, te reguleer · Samestelling/verspreiding van strategiese, funksionele en operasionele inligting/besluite oor kort- en langtermyndoelwitte en huidige ontwikkelings, probleme en beperkings · Bestuur, koördineer en beheer sleuteldimensies en vereistes geassosieer met beroepsgesondheid en -veiligheid binne die departement · Bestuur, koördineer en beheer spesifieke prosesse wat verband hou met die implementering, monitering, kommunikasie en alle relevante fases van projekte wat betrekking het op die verskillende funksionaliteite · Bestuur van siviele ingenieursverwante diensleweringsaktiwiteite wat deur of namens die water- en stormdienste-afdeling onderneem word as water, sowel as ingenieursondersteuningsdienste om behoorlike dienslewering te bevorder · Verseker konsekwente nakoming van nasionale, provinsiale en munisipale wetgewing sowel as beleide van toepassing op of wat die departement / dienslewering raak · Inligting- en kennisbestuur · Batebestuur · Kommunikasie en burgerlike betrokkenheid · Kliënteverhoudinge en kliëntediensbestuur · Ontwikkeling van vaardighede · Ontwikkeling van vaardighede · Verantwoordelike en bestuurstelsel

Die Bevoegdheidsraamwerk vir hierdie pos is 'n Ingenieur Professionele - Tegnikus Bevoegdheidsvlak 5 soos gestipuleer in Bylae A van die Munisipale Personeelregulasies, Staatskennisgewing R890, soos gepromulgeer in Staatskoerant 45181, gedateer 20 September 2021 en bestaan uit die volgende bevoegdhede:

Kern Professionele Bevoegdhede	Funksionele Bevoegdhede	Bevoeghede t.o.v Openbare Diensoriëntering	Persoonlike Bevoegdhede	Bestuur / Leierskap Bevoeghede
• Beplanning • Organisatoriese Bewustheid • Aandag om Besonderhede	• Ontwerp • Projekbestuur • Konstruksie • Bedryf & Onderhoud	• Interpersoonlike Verhoudings • Kommunikasie • Diensleweringsoriëntering	• Aksie- en Uitkomsteriëntering • Volharding • Gereedheid vir Verandering • Kognitiewe Vernoë • Leeroriëntering • Verantwoordbaar-heid en Etiese Gedrag	• Impak & Invloed • Spanoriëntering • Rigtingbepaling • Afrigting & Mentorskap

Salaris:	R 777 996.00 per jaar (T17 van 'n Kategorie 3 Plaaslike Owerheid) plus Motortoelaag
Diensaanvaarding:	01 Augustus 2025 of so gou moontlik
Navrae:	Mnr DC van Turha by 022 913 6023

ALGEMEEN:

1. 'n Diensbonus gelykstaande aan een maand se salaris, 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 SAPD-uitklaring wat noodwendig beteken dat applikante toestemming verleen dat dit verkry mag word.
5. Aansoeke wat na die sluitingsdatum ontvang word of wat 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 posbekleërs 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 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. Voorkeur sal aan plaaslike kandidate binne Bergrivier munisipale area (WC013) verleen word.
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 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, 13 JUNIE 2025 OM 15:00

ADV. H LINDE
MUNISIPALE BESTUURDER

MK 92/2025

KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320