



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

MESSENGER / CLEANER (PIKETBERG) KD26/101/PB
MESSENGER / CLEANER (PIKETBERG) KD28/101/PB
DIRECTORATE: CORPORATE SERVICES

Qualifications: Basic Literacy

Experience: One (1) year experience

Requirements: Code B Driver's License · Proficiency in at least two (2) of the official languages of the Western Cape (Afrikaans/English/isiXhosa - Speak, Read, Write) · Ability to do basic calculations · High level of responsibility · Must be physically fit and able bodied · Required to work in all weather conditions

Job purpose: Undertakes activities associated with maintaining the cleanliness of offices, washing and wiping ceramic surfaces and floors, cleaning and disinfecting ablution units, collecting / delivering mail and preparing and serving beverages / reporting on the adequacy of beverage / ingredients stock levels in accordance with laid down instructions

Key Performance Areas: Undertakes specific activities associated with maintaining the cleanliness of offices facilities · Undertakes specific activities associated with preparation, serving and maintaining of beverage stock and utensils · Performs specific tasks/activities associated with routine filing · Performs specific tasks/activities associated with the provision of mail collection/delivery support · Responsible for Health and Safety compliance with statutory regulations during tasks which include protocols and procedures in order to minimise any accidents 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 an Operational 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:

Functional / Professional Competencies	Public Service Orientation Competencies	Personal Competencies
- Managing Work - Work Place Safety - Task Accountability - Quality Orientation - Oral Communication	- Service Delivery Orientation - Interpersonal Relationships - Communication	- Action Orientation - Resilience - Accountability and Ethical Conduct - Learning Orientation - Impact and Influence - Team Orientation

Salary:	R 128 964.00 per annum (T04 of a Category 3 Local Authority)
Date of acceptance:	01 October 2025 or as soon as possible
Enquiries:	Ms. K de Klerk 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 clearance; which means that by applying for a position at the Municipality, you give us permission to obtain 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 have 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 provided to us is true, correct and up to date.
11. Only applications within the Bergrivier Municipal area (WC013) will be considered.
12. Successful candidates will be expected to sign a contract of employment, disclosure of benefits and interest 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 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, 04 JULY 2025 AT 15:00

**ADV H LINDE
MUNICIPAL MANAGER**

MN 123/ 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 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**

BODE / SKOONMAKER (PIKETBERG) KD26/101/PB

BODE / SKOONMAKER (PIKETBERG) KD28/101/PB

DIREKTORAAT: KORPORATIEWE DIENSTE

Kwalifikasie: Basiese Geletterdheid

Ondervinding: Een (1) jaar ondervinding

Posvereistes: Kode B Bestuurderslisensie · Vaardigheid in ten minste twee (2) van die amptelike tale van die Wes-Kaap (Afrikaans/Engels/isiXhosa - Praat, Lees, Skryf) · Vermoë om basiese berekeninge te doen · Hoë vlak van verantwoordelikheid · Moet fisies fiks en bekwaam wees · Vereis om in alle weersomstandighede te werk

Posdoel: Onderneem aktiwiteite wat verband hou met die handhawing van die netheid van kantore, die was en afvee van keramiekoppervlakke en -vloere, die skoonmaak en ontsmetting van ablusiegeriewe, die versameling / aflewering van pos en die voorbereiding en bediening van drankies / rapportering oor die toereikendheid van drank-/ bestanddeelvoorraadvlakke in ooreenstemming met neergelegde instruksies

Sleutelprestasie-areas: Onderneem spesifieke aktiwiteite wat verband hou met die handhawing van die netheid van kantoorfasiliteite · Onderneem spesifieke aktiwiteite wat verband hou met die voorbereiding, bediening en instandhouding van drankvoorraad en eetgerei · Verrig spesifieke take / aktiwiteite wat verband hou met roetine-liassering · Verrig spesifieke take / aktiwiteite wat verband hou met die verskaffing van posversameling-/ afleweringsondersteuning · Verantwoordelik vir die nakoming van gesondheids- en veiligheidsregulasies met statutêre regulasies tydens take wat protokolle en prosedures insluit om enige ongelukke en beserings te verminder en '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 Operasionele Bevoegdheidsvlak 1 soos uiteengesit in Aanhangsel A van die Munisipale Personeelregulasies Goewermentskennisgewing R890 soos afgekondig in Staatskoerant 45181 gedateer 20 September 2021 en bestaan uit die volgende bevoegdhede:

Funksionele / Professionele Bevoegdhede	Bevoeghede t.o.v Openbare Diensoriëntering	Persoonlike Bevoegdede
• Bestuur van Werk • Werkplekveiligheid • Taakverantwoordingspligtheid • Kwaliteitorientering • Mondelinge Kommunikasie	• Diensteleweringsoriëntering • Interpersoonlike Verhoudings • Kommunikasie	• Aksie-oriëntering • Volharding • Verantwoordelikspligtheid en Etiese Gedrag • Leeroriëntering • Impak en Invloed • Spanoriëntering

Salaris:	R 128 964.00 per jaar (T04 van 'n Kategorie 3 Plaaslike Owerheid)
Diensaanvaarding:	01 Oktober 2025 of so spoedig moontlik
Navrae:	Me. K de Klerk 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 onderworpe 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 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. 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 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 vaktets 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 is.
11. Slegs aansoeke vanuit die Bergvriër Munisipale area (WC013) sal oorweeg 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, 04 JULIE 2025 OM 15:00

**ADV. H LINDE
MUNISIPALE BESTUURDER**

MK 123/ 2025

**KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320**