



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

ATTENDANT: ALL SERVICES (AURORA)

DIRECTORATE: TECHNICAL SERVICES

REF: TD113/55/1AU

Qualification: Small Plant – Basic Literacy
Department Proficiency Test

Experience: One (1) year relevant experience required

Requirements: Proficiency in at least two (2) of the official languages of the Western Cape (Afrikaans/English/isiXhosa – Read, Write, Speak) · High level of responsibility · Required to work outside normal working hours during emergencies and planned overtime · Must be physically fit and able bodied · Required to work in all weather conditions · Must be prepared to enter confined areas such as manholes, inlets, pipes and culverts · Be prepared to work overtime · Must perform duties in the whole area of the municipality when required

Job Purpose: Performs basic, routine functions · Follows basic instructions · Performs basic, routine maintenance functions · Performs general labouring activities associated with maintenance and repair work to roads, storm water and drainage systems, maintaining public spaces and sport grounds, community facilities and halls, collection of waste from residential and business premises, meter readings and other labouring tasks, using hand held tools and machines (spade, pick-axe, wheelbarrow, rake, fork and broom) and compactors, vibrator roller and tar cutter to excavate define areas, laying of materials and reinforcement products (concrete blocks), cleaning or clearing blockages and removing debris from drainage systems and sweeping sidewalks, in accordance with laid down instructions supporting acceptable standards of service delivery.

Key Performance Areas: Undertakes specific activities associated with the collection of refuse from domestic and business premises and cleaning the area surrounding the refuse disposal site · Undertakes general labouring tasks during maintenance of roads and public facilities/amenities · Undertakes general labouring tasks and operates small plant and equipment during road-works, storm water drainage, road maintenance and road-marking and signage · Undertakes specific activities/tasks associated with the process of weed eradication · Cleans vehicles and attends to the storage and care of cleaning tools · 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.

This Competency level for this position is a level 3 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:

Functional Competencies	Public Service Orientation Competencies	Personal Competencies
<ul style="list-style-type: none"> • Operation Monitoring • Quality Control Analysis • Operation & Control • Troubleshooting • Work Place Safety • Planning & Organising 	<ul style="list-style-type: none"> • Service Delivery Orientation • Interpersonal Relationship • Communication 	<ul style="list-style-type: none"> • Action Orientation • Resilience • Accountability & Ethical Conduct • Learning Orientation • Impact & Influence • Team Orientation

Salary:	R 121 584.00 annually (T04 of a Category 3 Local Authority)
Date of acceptance:	01 November 2024 or as soon as possible
Enquiries:	Mr J Breunissen 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 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. Only applications within the Bergvriër Municipal area (WC013) will be considered.
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: MONDAY, 02 SEPTEMBER 2024 AT 16:00

**ADV H LINDE
MUNICIPAL MANAGER**

MN 225/2024

**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

WERKER: ALLE DIENSTE (AURORA)

DIREKTORAAT: TEGNIESE DIENSTE

VERW: TD113/551/AU

Kwalifikasie: Klein Plant – Basiese Geletterdheid
Departement Vaardigheidstoets

Ondervinding: Een (1) jaar relevante ondervinding

Posvereistes: Vaardigheid in ten minste twee (2) van die amptelike tale van die Wes-Kaap (Afrikaans/Engels/isiXhosa – Lees, Skryf, Praat) · Hoë vlak van verantwoordelikheid · Vereis om buite normale werksure te werk tydens noodgevalle en beplande oortyd · Moet wees fisies fiks en bekwaam · Vereis om in alle weerstoestande te werk · Moet bereid wees om beperkte gebiede soos mangate, inlate, pype en duikers binne te gaan · Bereid wees om oortyd te werk · Moet pligte in die hele gebied van die munisipaliteit verrig wanneer nodig

Posdoel: Voer basiese roetine-funksies uit · Volg basiese instruksies · Voer basiese roetine-instandhoudingsfunksies uit · Voer algemene arbeidsaktiwiteite uit wat verband hou met instandhouding en herstelwerk aan paaie, stormwater- en dreineringsstelsels, instandhouding van openbare ruimtes en sportgronde, gemeenskapsfasiliteite en sale, versameling van afval van residensiële en besigheidspersone, meterlesings en ander arbeidstake, die gebruik van handgereedskap en masjiene (graaf, pikbyl, kruit, hark, vork en besem) en kompakteerders, vibratorroller en teersnyer om gebiede uit te grawe, lê van materiaal en versterkingsprodukte (betonblokke), skoonmaak of skoonmaak van blokkasies en verwydering van puin van dreineringsstelsels en vee van sypaadjies, in ooreenstemming met neergelegde instruksies wat aanvaarbare standaarde van dienslewering ondersteun.

Sleutel prestasie areas: Onderneem spesifieke aktiwiteite wat verband hou met die versameling van vullis vanaf huishoudelike en besigheidspersone en die skoonmaak van die area rondom die vullisstortingsterrein · Onderneem algemene arbeidstake tydens instandhouding van paaie en openbare fasiliteite/geriewe · Onderneem algemene arbeidstake en bedryf klein aanleg en toerusting tydens pad -werke, stormwaterdreinerings, instandhouding van paaie en padmerke en naamborde · Onderneem spesifieke aktiwiteite/take wat verband hou met die proses van onkruiduitwissing · Maak voertuie skoon en sorg vir die berging en versorging van skoonmaakgereedskap · Verantwoordelik vir Gesondheid en Veiligheid nakoming van statutêre wetgewing 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 Ontwikkelingsstelsel.

Die bevoegdheidsvlak vir hierdie pos is 'n vlak 3 soos bepaal in Bylae A van die Munisipale Personeelregulasies Staatskennisgewing R890 soos afgekondig in Staatskoerant 45181 gedateer 20 September 2021 en bestaan uit die volgende bevoegdhede:

Funksionele Bevoegdhede	Bevoegdhede t.o.v Openbare Diensoriëntering	Persoonlike Bevoegdhede
<ul style="list-style-type: none">• Operasie-monitoring• Gehaltebeheer-analise• Bedryf & Beheer• Probleemoplossing• Werkplekveiligheid• Beplanning & Organisering	<ul style="list-style-type: none">• Dienslewingsoriëntering• Interpersoonlike Verhouding• Kommunikasie	<ul style="list-style-type: none">• Aksie-oriëntasie• Veerkragtigheid• Verantwoordbaarheid en etiese gedrag• Leeroriëntering• Impak & Invloed• Spanoriëntering

Salaris:	R 121 584.00 per jaar (T04 van 'n Kategorie 3 Plaaslike Owerheid)
Diensaanvaarding:	01 November 2024 of so spoedig moontlik
Navrae:	Mnr J Breunissen 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 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 posbekerers 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. Slegs aansoeke vanuit Bergrivier 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 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: MAANDAG, 02 SEPTEMBER 2024 OM 16:00

**ADV. H LINDE
MUNISIPALE BESTURDER**

MK 225/2024

**KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320**