



## 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 also encouraged to apply.)

### VACANCY INTERNAL & EXTERNAL APPLICATIONS WILL BE CONSIDERED

**RE-ADVERTISE:**

**ASSISTANT PROCESS CONTROLLER: WWTW (PORTERVILLE)**

**DIRECTORATE: TECHNICAL SERVICES**

**REF: TD222/292/PV**

**Qualifications:** Grade 10 with preference of Mathematics and Science as subjects

**Experience:** One (1) – Two (2) years' experience required if registered as Operator Class 2;  
Five (5) years' experience required if eligible to register as Operator Class 2

**Requirements:** Eligible for registration as Operator Class 2 · Valid Code B driver's licence · Proficiency in at least two of the official languages of the Western Cape (Afrikaans/English/Xhosa - Read, Write and Speak) · Ability to do basic calculations · High level of responsibility · Ability to give attention to detail · Demonstrate knowledge of process functionality within a Bulk Water storage and conveyance process · Demonstrate knowledge of plant performance and system functionality and recording and reporting outcomes · 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 · Required to work outside normal working hours during emergencies and planned overtime · Must perform duties in the whole area of municipality when required

**Job Purpose:** Performs labouring activities associated with routine sewage cleaning and maintenance (and provides labouring support in connection with specific water purification maintenance/ cleaning activities as required), conducting of samples and/ or reading meters through the application of specific procedures and attending to the removal and disposal of debris from components in accordance with laid down instructions

**Key Performance Areas:** Undertakes general labouring tasks associated with routine sewage plant maintenance in accordance with laid down instructions · Cleans and attends to the storage and care of tools and equipment · Undertakes specific activities associated with maintaining and cleaning plant and surroundings · 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 part take in the Municipality's Performance Management and Development System

The competency level for this position is a 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
<ul style="list-style-type: none"> <li>• Managing work</li> <li>• Communication</li> <li>• Problem solving</li> <li>• Decision making</li> <li>• Planning and organizing</li> <li>• Ethics and professionalism</li> </ul>	<ul style="list-style-type: none"> <li>• Use of process specific technology/ equipment</li> <li>• Quality orientation</li> <li>• Discipline specific skills</li> <li>• Work place safety</li> </ul>	<ul style="list-style-type: none"> <li>• Service delivery orientation</li> <li>• Interpersonal relationships</li> <li>• Communication</li> </ul>	<ul style="list-style-type: none"> <li>• Action and outcome orientation</li> <li>• Resilience</li> <li>• Change readiness</li> <li>• Cognitive ability</li> <li>• Learning orientation</li> </ul>	<ul style="list-style-type: none"> <li>• Direct setting</li> <li>• Impact and influence</li> <li>• Coaching and mentoring</li> <li>• Team orientation</li> </ul>

Salary:	R 130 560.00 per annum (T05 of a Category 3 Local Authority)
Date of acceptance:	01 December 2024 or as soon as possible
Enquiries:	Mr E Bothma at 022 931 2100

## **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, correct and up to date.
11. Preference will only be given to local candidates within the Bergrivier area (WC013).
12. Successful candidates will 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 9136000 or on the municipality's website [www.bergmun.org.za](http://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.**

**CLOSING DATE: FRIDAY, 04 OCTOBER 2024 AT 15:00**

**ADV H LINDE  
MUNICIPAL MANAGER**

**MN 261/2023**

**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

#### HER-ADVERTEER:

ASSISTENT PROSESKONTROLEERDER: WWTW (PORTERVILLE)

DIREKTORAAT: TEGNIESE DIENSTE

VERW: TD222/292/PV

**Kwalifikasie:** Graad 10 met voorkeur vir Wiskunde en Wetenskap as vakke

**Ondervinding:** Een (1) – Twee (2) jaar ondervinding word vereis indien geregistreer as Operateursklas 2;  
Vyf (5) jaar ondervinding word vereis indien kwalifiseer om as Operateurklas 2 te registreer

**Posvereistes:** Kwalifiseer vir registrasie as Operateursklas 2 • Geldige Kode B-bestuurslisensie • Vaardigheid in ten minste twee van die amptelike tale van die Wes-Kaap (Afrikaans/Engels/Xhosa - Lees, Skryf en Praat) • Vermoë om basiese berekeninge te doen • Hoë vlak van verantwoordelikheid • Vermoë om aandag aan detail te gee • Demonstreer kennis van prosesfunksionaliteit binne 'n Grootmaat Waterberging- en vervoerproses • Demonstreer kennis van aanlegprestasie en stelsel funksionaliteit en rekordering en rapportering van uitkomst • Moet fisies fiks en bekwaam wees • Vereis om in alle weerstoestande • Moet bereid wees om ingeperkte gebiede soos mangate, inlate, pype en duikers binne te gaan • Vereis om buite normale werksure te werk tydens noodgevalle en beplande oortyd • Moet pligte in die hele area van die munisipaliteit uitvoer wanneer nodig

**Posdoel:** Voer arbeidaktiwiteite uit wat verband hou met roetine-rioolskoonmaak en -instandhouding (en verskaf arbeidondersteuning in verband met spesifieke watersuiweringsinstandhouding/-skoonmaakaktiwiteite soos vereis), uitvoer van monsters en/of leesmeters deur die toepassing van spesifieke prosedures en omsien na die verwydering en wegdoening van rommel van komponente in ooreenstemming met vasgestelde instruksies.

**Sleutel prestasie areas:** Onderneem algemene arbeidstake wat verband hou met roetine-instandhouding van rioolaanleg ooreenkomstig vasgestelde instruksies • Maak skoon en sorg vir die berging en versorging van gereedskap en toerusting • Onderneem spesifieke aktiwiteite wat verband hou met die instandhouding en skoonmaak van aanleg en omgewing • Verantwoordelik vir Gesondheid en Veiligheid nakoming van statutêre regulasies tydens take wat protokolle en prosedures insluit om enige ongelukke 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 bevoegdheidsvlak vir hierdie pos is 'n vlak 1 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 Diensooriëntering	Persoonlike Bevoegdhede	Bestuur / Leierskap Bevoegdhede
<ul style="list-style-type: none"> <li>Bestuur van werk</li> <li>Kommunikasie</li> <li>Besluitneming</li> <li>Etiek en professionalisme</li> <li>Probleemoplossing</li> <li>Beplanning en organisering</li> </ul>	<ul style="list-style-type: none"> <li>Gebruik van prosesspesifieke Tegnologie/ toerusting</li> <li>Kwaliteit oriëntering</li> <li>Dissiplineer spesifieke vaardighede</li> <li>Werkplek veiligheid</li> </ul>	<ul style="list-style-type: none"> <li>Interpersoonlike verhoudings</li> <li>Dienstelewerings-oriëntering</li> <li>Kommunikasie</li> </ul>	<ul style="list-style-type: none"> <li>Aksie en uitkoms oriëntering</li> <li>Volharding</li> <li>Gereedheid vir verandering</li> <li>Kognitiewe vermoë</li> <li>Leeroriëntering</li> </ul>	<ul style="list-style-type: none"> <li>Impak en invloed</li> <li>Spanoriëntering</li> <li>Rigtingbepaling</li> <li>Afrigting en Mentorskap</li> </ul>

<b>Salaries:</b>	R 130 560.00 per jaar (T05 van 'n Kategorie 3 Plaaslike Owerheid)
<b>Datum van aanvaarding:</b>	01 Desember 2024 of so gou as moontlik
<b>Navrae:</b>	Mnr E Bothma by 022 931 2100

**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 '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. 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 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 evalueringproses te deurloop en waar van toepassing, 'n vakttoets 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.
11. Slegs kandidate vanuit die Bergrivier 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 voltooiende voorgeskrewe aansoekvorm (op aanvraag verkrygbaar by Tel: 022 913 6000 of op die munisipaliteit se webwerf by [www.bergmun.org.za](http://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 OKTOBER 2024 OM 15:00**

**ADV. H LINDE  
MUNISIPALE BESTUURDER**

**MK 261/2023**

**KERKSTRAAT 13  
POSBUS 60  
PIKETBERG  
7320**