



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

RE-ADVERTISE:
ASSISTANT PROCESS CONTROLLER: WTW (PIKETBERG)
DIRECTORATE: TECHNICAL SERVICES
REF: TD51/512/PB

Qualification: Grade 10 with preference of Mathematics and Science as subjects

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

Requirements: Eligible for registration as Operator Class 2 · 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 · 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 and supports tasks / activities associated with water treatment through the application of specific operating procedures, controlling of water treatment plant performance, conducting of tests and executing approved corrective measures to ensure outcomes comply with standards and prescribed specifications and optimum operating functionality is maintained · Water treatment support by checking chemical levels and adding chemicals on the instruction of the immediate supervisor, cleaning or clearing obstructions interfering with purification systems, etc. using handheld tools (spade, wheelbarrow, broom, etc.)

Key Performance Areas: Undertakes general monitoring tasks associated with the water purification plant maintenance · Attends to the storage and care of cleaning tools / equipment · Undertakes specific activities associated with the maintaining the purification plant 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 stipulates in Annexure A of the Municipal Staff Regulations as promulgated Notice R890 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"> • Managing work • Communication • Problem solving • Decision making • Planning and organising • Ethics and professionalism 	<ul style="list-style-type: none"> • Use of process specific technology / equipment • Quality orientation • Discipline specific skills • Work place safety 	<ul style="list-style-type: none"> • Services delivery orientation • Interpersonal relationships • Communication 	<ul style="list-style-type: none"> • Action and outcome orientation • Resilience • Change readiness • Cognitive ability • Learning orientation 	<ul style="list-style-type: none"> • Direction setting • Impact and influence • Coaching and mentoring • Team orientation

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 J Strumpher 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 only 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 9136000 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, Piketberg or mailed to P O Box 60, Piketberg 7320 for the attention of Mr D Verhoog (Human Resources Officer: Provisioning and Administration)** by no later than the closing date.

NO FAXES OR ELECTRONIC APPLICATIONS WILL BE ACCEPTED.

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

**ADV H LINDE
MUNICIPAL MANAGER**

MN 262/2024

**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.

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 PROSES KONTROLEERDER: WTW (PIKETBERG)

DIREKTORAAT: TEGNIESE DIENSTE

VERW. TD51/512/PB

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

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

Posvereistes: Kwalifiseer vir registrasie as Operateursklas 2 · 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 · Moet fisies fiks en bekwaam wees · Vereis om in alle weerstoestande te werk · Moet bereid wees om beperkte gebiede soos mangate, inlate, pype en duikers binne te gaan · Vereis om buite normale werksure tydens noodgevalle te werk en beplande oortyd · Moet pligte in die hele gebied van die munisipaliteit uitvoer wanneer dit vereis word

Posdoel: Voer en ondersteun take/aktiwiteite wat met waterbehandeling geassosieer word deur die toepassing van spesifieke bedryfsprosedures, beheer van watersuiweringaanleg se prestasie, uitvoer van toetse en die uitvoering van goedgekeurde regstellende maatreëls om te verseker dat uitkomst aan standarde en voorgeskrewe spesifikasies voldoen en optimale bedryfsfunksionaliteit gehandhaaf word · Water behandelingsondersteuning deur chemiese vlakke te kontroleer en chemikalieë by te voeg in opdrag van die onmiddellike toesighouer, die skoonmaak of skoonmaak van obstruksies wat inmeng met suiwingstelsels, ens. deur gebruik te maak van handgereedskap (graaf, kruiwa, besem, ens.)

Sleutel prestasie areas: Onderneem algemene moniteringstake wat verband hou met die instandhouding van die watersuiweringaanleg · Gee aandag aan die berging en versorging van skoonmaakgereedskap / -toerusting · Onderneem spesifieke aktiwiteite wat verband hou met die instandhouding van die suiweringsaanlegomgewing · Verantwoordelik vir Gesondheid en Veiligheid nakoming van statutêre regulasies tydens take wat protokolle insluit en prosedures 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 Personeelregulasies Staatskennisgewing 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 Bevoegdede	Bestuur / Leierskap Bevoegdhede
<ul style="list-style-type: none"> Bestuur van werk Kommunikasie Probleemoplossing Besluitneming Beplanning en Organisering Etië en professionalisme 	<ul style="list-style-type: none"> Gebruik van prosesspesifieke tegnologie/toerusting Kwaliteit-oriëntering Dissiplinere spesifieke vaardighede Werkplekveiligheid 	<ul style="list-style-type: none"> Dienstelewerings-oriëntering Interpersoonlike verhoudings Kommunikasie 	<ul style="list-style-type: none"> Aksie en uitkoms-oriëntering Gereedheid vir verandering Volharding Kognitiewe vermoë Leeroriëntering 	<ul style="list-style-type: none"> Impak en Invloed Spanoriëntering Rigtingbepaling Afrigting en Mentorskap

Salaris:	R 130 560.00 per jaar (T05 van 'n Kategorie 3 Plaaslike Owerheid)
Diensaanvaarding:	01 Desember 2024 of so spoedig moontlik
Navrae:	Mnr J Strumpher by 022 913 6000

ALGEMEEN:

1. 'n Diensbonus gelykstaande aan een maand se salaris is, waar van toepassing, sal betaalbaar wees 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 polisieklaring 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 evalueringproses te deurloop en waar van toepassing, 'n vakoets 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 onlangse inligting.
11. Slegs candidate vanuit die Bergrivier Munisipale area (WC013) sal oorweeg word.
12. Daar sal van suksesvolle candidate 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 voltooid 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 Mnr D Verhoog (Menslike Hulpbronbeampte: Voorsiening en Administrasie)** om hom te bereik teen nie later nie as die sluitingsdatum.

GEEN FAKSE OF ELEKTRONIESE POS SAL AANVAAR WORD NIE.

SLUITINGSDATUM: VRYDAG, 04 OKTOBER 2024 OM 15:00

**ADV. H LINDE
MUNISIPALE BESTUURDER**

MK 262/2024

**KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320**