



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

GENERAL ASSISTANT: BUILDINGS (PORTERVILLE)
DIRECTORATE: COMMUNITY SERVICES
REF: GD167/221/PV

Qualifications: Basic Literacy

Experience: One (1) year' relevant experience

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

Job Purpose: Undertake activities associated with access control and maintaining the cleanliness of public toilets and surroundings, washing and wiping ceramic surfaces and floors, cleaning and disinfecting ablution units, in accordance with laid down instructions.

Key Performance Areas: Undertakes specific activities associated with cleanliness of public toilet facilities and surroundings · Attends to the storage and care of cleaning tools/ equipment · 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 for all · Responsible to part take in the Municipality's Performance Management and Development System · Any other related duties as requested by the Supervisor.

The competency framework for this position is Operational Occupations 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
<ul style="list-style-type: none"> • Managing work • Work place safety • Task accountability • Quality orientation • Oral communication 	<ul style="list-style-type: none"> • Service delivery orientation • Interpersonal relationships • Communication 	<ul style="list-style-type: none"> • Action orientation • Resilience • Accountability and ethical conduct • Learning orientation • Impact and influence • Team orientation

Salary:	R 124 092.00 per annum (T03 of a Category 3 Local Authority)
Date of acceptance:	01 March 2025 or as soon as possible
Enquiries:	Mr. T April 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 confirmed that the information you have provide to us is true, correct and up to date.
11. Only candidates within the Bergrivier 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 agreement (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) 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 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, 13 DECEMBER 2024 AT 15:00

**ADV H LINDE
MUNICIPAL MANAGER**

MN 316/2024

**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

ALGEMENE ASSISTENT: GEBOUE (PORTERVILLE)

DIREKTORAAT: GEMEENSKAPSDIENSTE

VERW: GD167/221/PV

Kwalifikasie: Basiese Geletterdheid

Ondervinding: Een (1) jaar relevante ondervinding

Posvereistes: Vaardigheid in ten minste twee (2) van die amptelike tale van die Wes-Kaap (Afrikaans/Engels/Xhosa- Lees, Skryf, Praat) · Hoë vlak van verantwoordelikheid · Moet fisies fiks en bekwaam wees · Vereis om buite normale werksure te werk tydens noodgevallen en beplande oortyd · Moet pligte in die hele gebied van die Munisipaliteit verrig wanneer nodig · Fisiek fiks en bekwaam.

Posdoel: Onderneem aktiwiteite wat verband hou met toegangsbeheer en die instandhouding van die netheid van openbare toilette en omgewing, was en vee keramiekoppervlaktes en vloere, skoonmaak en ontsmetting van ablusie-eenhede, in ooreenstemming met neergelegde instruksies.

Sleutel prestasie areas: Onderneem spesifieke aktiwiteite wat verband hou met netheid van openbare toiletfasiliteite en omgewing · Gee aandag aan die berging en versorging van skoonmaakgereedskap/-toerusting · 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 vir almal te handhaaf · Verantwoordelik om deel te neem aan die Munisipaliteit se Prestasiebestuur- en Ontwikkelingstelsel · Enige ander verwante pligte soos deur die Toesighouer versoek.

Die bevoegdheidsvlak vir hierdie pos is 'n vlak 1 soos bepaal in Bylae A van die Munisipale Personeel Regulasies Staatskennisgewing R890 soos afgekondig in die Staatskoerant 45181 soos gedateer op 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">Bestuur van werkWerkplekveiligheidTaakverantwoordingspligtheidKwaliteitorienteringMondelingse kommunikasie	<ul style="list-style-type: none">DiensteleweringsoriënteringInterpersoonlike verhoudingsKommunikasie	<ul style="list-style-type: none">Aksie-oriënteringVolhardingVerantwoordingspligtheid en etiese gedragLeeriorienteringImpak en invloedSpanorientering

Salaris:	R 124 092.00 per jaar (T03 van 'n Kategorie 3 Plaaslike Owerheid)
Diensaanvaarding:	01 Maart 2025 of so spoedig moontlik
Navrae:	Mnr. T April 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 sekerheidsverklaring 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 binne 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 voltooië 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 **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 DESEMBER 2024 OM 15:00

**ADV. H LINDE
MUNISIPALE BESTUURDER**

MK 316/2024

**KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320**