



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 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.

BERGRIVIER MUNICIPALITY (Piketberg, unless stated otherwise)

1. INTERNSHIP OPPORTUNITY

The Department of Local Government: Western Cape graduate internship programme is to manage capacity building in municipalities. Interns will undergo practical experience and further training. This appointment will be valid for one (1) year from 01 July 2019 until 30 June 2020.

Requirements: NQF 6 Qualification (Degree or National Diploma within the last three (3) years: 2016 – 2018) in the following fields: Human Resource Management, Public Administration, Engineering and Information and Communication Technology · Computer Literacy (MS Office Application) · Proficiency in at least two (2) of the official languages of the Western Cape (Afrikaans/ English/Xhosa – Speak, Read and Write) · Good human relations, interpersonal and communication skills · Accountancy and numeracy skills · Report Writing Skills.

Candidates must be a resident within the boundaries of Bergrivier Municipality and the application must be accompanied by an affidavit confirming the address.

Salary: R6000.00 per month (as set out by the Department of Local Government: Western Cape)

Date of acceptance: 01 July 2019

Enquiries: Mr D Boumeester at 022 913 6000

GENERAL:

1. 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.
2. The Municipality is not bound to make any appointment.
3. All applicants will be subjected to police clearance with the consent of the applicant.
4. Applications received after the closing date or which have been received without the documentation mentioned below, will not be considered.
5. 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.
6. 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.
7. 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.
8. 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.

A covering letter with at least three (3) contactable references, 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 qualifications, certificates ID document, and a Curriculum Vitae (Maximum of three (3) pages), (only one per application form), to reach the **Municipal offices, Piketberg or mailed to P.O. Box 60, Piketberg 7320 for the attention of Mr D Boumeester (Human Resources Officer: Training and Development)** by no later than the closing date. **NO FAXES OR ELECTRONIC APPLICATIONS WILL BE ACCEPTED.**

CLOSING DATE: FRIDAY, 12 April 2019 AT 15:00

ADV H LINDE
MUNICIPAL MANAGER

MN48/2019

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 aansoek te doen.

Bergrivier Munisipaliteit, met sy hoofkantoor op Piketberg en ongeveer een uur vanaf Kaapstad, beskik tans oor die volgende vakature en aansoeke word ingewag van bevoegde persone wat aan die gestelde minimum posvereistes voldoen.

BERGRIVIER MUNISIPALITEIT (Standplaas Piketberg, tensy anders gemeld)

1. INTERNSKAP GELEENTHEID

Die Departement Plaaslike Regering: Wes-Kaap het 'n internskap program saamgestel om kapasiteitsbou binne munisipaliteite te bestuur. Interns sal praktiese ervaring en verdere opleiding ondergaan. Hierdie aanstelling sal vir een (1) jaar wees vanaf 01 Julie 2019 tot 30 Junie 2020.

Posvereistes: NQF 6 kwalifikasie (Graad of Nasionale Diploma bekom in die laaste drie (3) jaar: 2016 – 2018) in een van die volgende velde: Menslike Hulpbronbestuur, Publieke Administrasie, Ingenieurswese en Informasie Kommunikasie en Tegnologie · Rekenaargeletterheid (MS Office) · Bevoegheid in ten minste twee (2) van die amptelike tale van die Wes - Kaap (Afrikaans/Engels/Xhosa – Lees, Skryf en Praat) · Goeie menseverhoudinge, interpersoonlike en kommunikasie vaardighede · Rekeningkunde en syfervaardighede · Verslagdoeningsvaardighede.

Kandidate moet woonagtig wees binne die grense van Bergrivier Munisipaliteit, en die aansoek moet van 'n beëdigde verklaring vergesel word wat die adres bevestig.

Salaris: R 6000.00 per maand (soos saamgestel deur die Departement Plaaslike Regering: Wes-Kaap)

Diensaanvaarding: 01 Julie 2019

Navrae: Mnr D Boumeester by (022) 913 6000

ALGEMEEN:

1. Die Munisipaliteit is 'n gelyke geleentheid werkgewer en eerbiedig die bepalings van die Wet op Gelyke Indiensneming.
2. Die Munisipaliteit behou die reg voor om nie 'n aanstelling te maak nie.
3. Alle aanstellings is onderworpe aan Polisie klaring wat noodwendig beteken dat applikante toestemming verleen dat dit verkry mag word.
4. Aansoeke wat na die sluitingsdatum ontvang word of nie vergesel word van die dokumentasie hieronder genoem nie, sal nie oorweeg word nie.
5. Slegs aansoekers op die kortlys vir onderhoude sal gekontak word. Indien 'n aansoeker binne ses (6) weke na die sluitingsdatum nog geen terugvoering ontvang het nie, moet aanvaar word dat die aansoek onsuksesvol was.
6. Gunsverwing by enige raadslid en/of enige lid van die aanstellingskomitee en/of enige personeel van die Munisipaliteit, is ontoelaatbaar en sal aansoekers onmiddellik diskwalifiseer.
7. Benewens die minimum posvereistes en standplaas hierin gestel, mag daar van posbekeërs ver wag 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.
8. Aanstelling in sekere poste is onderhewig aan 'n sekerheidsklaring, en daar sal ook van aansoekers ver wag word om 'n onderhoud- en evalueringproses te deurloop, en waar van toepassing, 'n vakttoets af te lê.

'n Dekbrief met vermelding van ten minste drie (3) kontakbare verwysings, 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 drie (3) bladsye) en gesertifiseerde afskrifte van die nodige kwalifikasie sertifikate en identiteitsdokument (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 Boumeester (Menslike Hulpbronbeampte: Opleiding en Ontwikkeling), teen nie later as die sluitingsdatum. **GEEN FAKSE OF ELEKTRONIESE POS SAL AANVAAR WORD NIE.**

SLUITINGSDATUM: VRYDAG, 12 April 2019 OM 15:00

ADV. H LINDE
MUNISIPALE BESTUURDER

MK48/2019

KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320