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.

DIRECTORATE: COMMUNITY SERVICES
(Piketberg, unless stated otherwise)

1. LIBRARY AID (GOEDVERWACHT)

Requirements: Grade 12 · Proficiency in at least two (2) of the official languages of the Western Cape (Read, Write and Speak) · Ability to perform basic calculations · Must be computer literate · Must be able to work as a group · Required to work outside normal working hours · Six (6) months relevant experience in the key performance areas.

Key Performance Areas: Undertakes activities associated with maintaining the cleanliness of the library, washing and wiping ceramic surfaces and floors and cleaning and disinfecting ablution units, serving beverages and performing general library support duties in accordance with laid down instructions.

Salary:	R 76 844.00 per annum (130 hours per month) (T04 of a Category 3 Local Authority)
Date of acceptance:	01 October 2019 or as soon as possible
Enquiries:	Ms G Croeser 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.

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 Ms. W Terry Thomas (Human Resources Officer: Provision and Administration) by no later than the closing date. NO FAXES OR ELECTRONIC APPLICATIONS WILL BE ACCEPTED.

CLOSING DATE: FRIDAY, 16 AUGUST 2019 AT 15:00

ADV H LINDE
MUNICIPAL MANAGER

MN140/2019

13 CHURCH STREET
P O BOX 60
PIKETBERG
7320

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 `n uur vanaf Kaapstad, beskik tans oor die volgende vakature en aansoeke word ingewag van bevoegde persone wat aan die gestelde minimum posvereistes voldoen.

DIREKORAAT: GEMEENSKAPSDIENSTE
(Standplaas Piketberg, tensy anders gemeld)

1. BIBLIOTEEKHULP (GOEDVERWACHT)

Posvereistes: Graad 12 · Bevoegdheid in ten minste twee (2) van die ampelike tale van die Wes- Kaap (Afrikaans/English/Xhosa - Lees, Praat en Skryf) · Vermoë om basiese berekeninge te doen · Rekenaargeletterdheid · Moet as `n span kan saam werk · Moet buite normale ure werk· Ses (6) maande toepaslike ervaring in die sleutel prestasie areas.

Sleutel prestasie areas: Onderneem aktiwiteite wat verband hou met die skoonhou van die biblioteek, was en vee van keramiek oppervlakke en vloere, ontsmet ablusie eenhede, bedien verversings en verrig algemene pligte in ooreenstemming met neergelegde instruksies.

Salaris:	R 76 844.00 per annum (130 uur per maand) (T04 van 'n Kategorie 3 Plaaslike Owerheid)
Diensaanvaarding:	01 Oktober 2019 of so spoedig moontlik
Navrae:	Me G Croeser 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, met inbegrip van '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 Polisie klaring 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 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 posbekleërs 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 vaktoets 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 Me W Terry Thomas (Menslike Hulpbronbeampte: Voorsiening en Administrasie), teen nie later as die sluitingsdatum. GEEN FAKSE OF ELEKTRONIESE POS SAL AANVAAR WORD NIE.

SLUITINGSDATUM: VRYDAG, 16 AUGUST 2019 OM 15:00

ADV. H LINDE
MUNISIPALE BESTUURDER

KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320

MK140/2019