



## 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.

**VACANCY**  
**RE-ADVERTISE**  
**INTERNAL & EXTERNAL APPLICATIONS WILL BE CONSIDERED**

**ADMIN OFFICER: CIVIL (VELDDRIF)**  
**DIRECTORATE: TECHNICAL SERVICES**

**Requirements:** An appropriate level of secondary education (NQF Level 3) · Computer literacy (MS Office Applications) · Proficiency in at least two (2) of the official languages of the Western Cape (Afrikaans, English, Xhosa – Read, Write and Speak) · Good human relations, interpersonal and communication skills · Must be physically fit and healthy and able to perform manual operations and duties on foot – sits behind a reception desks, walks, stands and interacts with others · Attends to queries at the counter · Good sight, speech and hearing ability · Must work overtime when required · Must perform relief duties within the Department on request · At least two (2) years relevant experience in the key performance areas.

**Key Performance Areas:** Performs administrative tasks associated with the processing and updating of information associated with road and storm water maintenance activities · Generating transactional/instructional based documentation and reports · Attending to and/or forwarding functional related queries/complaints to specific departments for attention and resolution · Updating of information associated with Technical Services, generating registers, receiving and transferring complaints/enquiries · Providing general office support in the specific functional areas within the Directorate Technical Services · Processes and updates information related to activities associated with Civil Services maintenance · Administering the procurement of equipment and supplies · Administer timesheets, clock cards and overtime claims · Provide administrative support to upkeep the burial register of the Burial register · Performs tasks associated with the provision of general office support and a reception/telephonist service · Performs tasks associated with the provision of computing and related office support to the department · Any other related duty as requested by the Head Civil Services.

<b>Salary:</b>	R 188 784.00 per annum (T08 of a Category 3 Local Authority)
<b>Date of acceptance:</b>	01 January 2022 or as soon as possible
<b>Enquiries:</b>	Mr A Petersen at 022 783 1112

**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 confirm that the information you have provide to us is true, up to date and correct.
11. Preference will be given to internal and local candidates within the Bergrivier Municipal area.

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](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 the **Municipal Offices, Piketberg** or mailed to **P O Box 60, Piketberg 7320 for the attention of Ms W Terry Thomas (Human Resources Officer: Provisioning and Administration)** by no later than the closing date.

**NO FAXES OR ELECTRONIC APPLICATIONS WILL BE ACCEPTED.**

**CLOSING DATE: FRIDAY, 26 NOVEMBER 2021 AT 15:00**

**ADV H LINDE**  
**MUNICIPAL MANAGER**

**MN 248/2021**

**13 CHURCH STREET**  
**P O BOX 60**  
**PIKETBERG**  
**7320**