



## 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:**

**FOREPERSON: FACILITIES MANAGEMENT (PIKETBERG)**

**DIRECTORATE: COMMUNITY SERVICES**

**REF: GD95/431/PB**

**Requirements:** Code C1 driving license · Proficiency in at least 2 of the official languages of the Western Cape (Afrikaans/English/isiXhosa - read, write & speak) · High level of responsibility · Ability to give attention to detail · Good supervision, human relations, interpersonal and communication skills · Must be physically fit and able bodied · Required to work in all weather conditions · Required to work outside normal working hours during emergencies and planned overtime · Must perform duties in the whole area of the municipality.

**Qualification:** Grade 12 with a technical and preferably horticultural background  
Computer Literacy (MS Office)

**Experience:** Two (2) – Five (5) years relevant experience

**Job Purpose:** Coordinates and controls activities associated with the provisioning and maintaining of parks and cemeteries including gardens, sport grounds and public amenities through coordinating and controlling operational activities, performing of supervisory and administrative duties related to the functionality supporting the accomplishment of service delivery objectives.

**Key Performance Areas:** Directs and controls the Key Performance Indicator's and outcomes of personnel within the Section · Implements procedures, systems and controls to regulate specific work sequences associated with the functionality · Co-ordinates and controls the work sequences, programmes and outcomes associated with the maintenance of parks, gardens and open spaces · Co-ordinates and controls the work sequences, programmes and outcomes associated with the maintenance of sports grounds and recreational facilities · Co-ordinates specific administrative and reporting requirements associated with the key performance and result indicators of the functionality · Monitors and supervises utilization, application and maintenance of machinery, equipment, tools and material · Reports to the Supervisor on problems encountered whilst performing the prescribed duties attached to the post to ensure timeous resolutions to problems and continuous service delivery · Perform any other related duty as requested by the Supervisor.

This Competency level for this position is a level 2 as stipulates 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:

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
<ul style="list-style-type: none"> <li>Managing Work</li> <li>Planning &amp; Organizing</li> </ul>	<ul style="list-style-type: none"> <li>Facility Specific Skills</li> <li>Workplace Safety</li> </ul>	<ul style="list-style-type: none"> <li>Interpersonal Relations</li> <li>Communication</li> <li>Services Delivery Orientation</li> </ul>	<ul style="list-style-type: none"> <li>Action Orientation</li> <li>Resilience</li> <li>Change Readiness</li> <li>Learning Orientation</li> <li>Problem Solving</li> <li>Accountability &amp; Ethical Conduct</li> </ul>	<ul style="list-style-type: none"> <li>Direction Setting</li> <li>Impact &amp; Influence</li> <li>Coaching &amp; Mentoring</li> <li>Team Orientation</li> </ul>

<b>Salary:</b>	R 296 340.00 annually (T11 of a Category 3 Local Authority)
<b>Date of acceptance:</b>	01 July 2023 or as soon as possible
<b>Enquiries:</b>	Mr D Carolissen 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 confirm that the information you have provide to us is true, up to date and correct.
11. **PREFERENCE WILL BE GIVEN TO LOCAL CANDIDATES WITHIN THE BERGRIVIER MUNICIPAL AREA.**
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. 022 913 6000 or on the municipality's website [www.bergmun.org.za](http://www.bergmun.org.za)) with certified copies of the necessary qualification certificates and a Curriculum Vitae (Maximum of 3 pages), to reach the **Municipal offices, Piketberg or mailed to PO 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, 24 MARCH 2023 AT 15:00**

**ADV H LINDE  
MUNICIPAL MANAGER**

**MN304 /2022**

**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:**  
**VOORPERSOON: FASILITEITSBESTUUR (PIKETBERG)**  
**DIREKTORAAT: GEMEENSKAPSDIENSTE**  
**VERW: GD95/431/PB**

**Posvereistes:** Kode C1 bestuurslisensie · Bevoegdheid in ten minste 2 van die amptelike tale van die Wes-Kaap (Afrikaans/Engels/isiXhosa - lees, skryf en praat) · Hoë vlak van verantwoordelikheid · Vermoë om aandag te gee aan besonderhede · Goeie toesig, menslike verhoudings, interpersoonlike en kommunikasievaardighede · Moet fisies fiks en bekwaam wees · Moet in alle werksomstandighede kan werk · Moet buite normale werksure te werk tydens noodgevalle en beplande oortyd · Moet take verrig in enige area van die Munisipaliteit.

**Kwalifikasie:** Graad 12 met 'n tegniese verkieslik tuinboukunjige agtergrond  
Rekenaarvaardigheid

**Ondervinding:** Twee (2) – Vyf (5) jaar relevante ondervinding

**Posdoel:** Koördineer en beheer aktiwiteite wat verband hou met die voorsiening en instandhouding van parke en begraafplase, insluitend tuine, sportgronde en openbare geriewe deur operasionele aktiwiteite te koördineer en te beheer, toesighoudende en administratiewe pligte te verrig wat verband hou met die funksionaliteit met die lewering van dienslewingsdoelwitte.

**Sleutel prestasie areas:** Ondersteun en beheer die sleutelprestasie-aanwyser en uitkomst van personeel binne die afdeling · Implementeer prosedures, stelsels en kontroles om spesifieke werksreekse wat met die funksionaliteit verband hou, te reguleer · Koördineer en beheer die werksreekse, programme en uitkomst wat verband hou met die instandhouding van parke, tuine en oop ruimtes · Koördineer en beheer die werksreekse, programme en uitkomst wat verband hou met die instandhouding van sportgronde en ontspanningsfasiliteite · Koördineer spesifieke administratiewe en verslagdoeningvereistes wat verband hou met die sleutelprestasie en resultaat-aanwysers van die funksionaliteit · Monitor en hou toesig met aanwending van aansoeke en instandhouding van masjinerie, toerusting, gereedskap en material · Rapporteer aan die Toesighouer oor probleme wat ondervind word tydens die uitvoering van die voorgeskrewe pligte by die pos om tydigte oplossings oor probleme en deurlopende dienslewering te lewer.

Die bevoegdheidsvlak vir hierdie pos is 'n vlak 2 soos bepaal in Bylae A van die Munisipale Personeelregulasies Staatskennisgewing R890 soos afgekondig in Staatskoerant 45181 gedateer 20 September 2021 en bestaan uit die volgende bevoegdhede:

Kern Professionele Bevoegdhede	Funksionele Bevoegdhede	Bevoeghede t.o.v Openbare Diensoriëntering	Persoonlike Bevoegdhede	Bestuur / Leierskap Bevoeghede
<ul style="list-style-type: none"> <li>Bestuur van Werk</li> <li>Beplanning &amp; Organisering</li> </ul>	<ul style="list-style-type: none"> <li>Fasiliteits Spesifieke Vaardighede</li> <li>Werkplekveiligheid</li> </ul>	<ul style="list-style-type: none"> <li>Interpersoonlike Verhoudings</li> <li>Kommunkasie</li> <li>Diensteleweringsoriëntering</li> </ul>	<ul style="list-style-type: none"> <li>Aksie-oriëntering</li> <li>Volharding</li> <li>Gereedheid vir Verandering</li> <li>Leer-oriëntering</li> <li>Probleemoplossing</li> <li>Verantwoordingspligtheid &amp; Etiese gedrag</li> </ul>	<ul style="list-style-type: none"> <li>Rigtingbepaling</li> <li>Impak &amp; Invloed</li> <li>Afrigting &amp; Mentorskap</li> <li>Spanoriëntering</li> </ul>

<b>Salaris:</b>	R 296 340.00 per jaar (T11 van 'n Kategorie 3 Plaaslike Owerheid)
<b>Diensaanvaarding:</b>	01 Julie 2023 of so spoedig moontlik
<b>Navrae:</b>	Mnr D Carolissen by 022 913 6000

## ALGEMEEN:

13. '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, insluitend 'n behuisingstoelae vir huiseienaars, onderhewig aan sekere voorwaardes.
14. Die Munisipaliteit is 'n gelyke geleentheid werkgewer en eerbiedig die bepalings van die Wet op Gelyke Indiensneming.
15. Die Munisipaliteit behou die reg voor om nie 'n aanstelling te maak nie.
16. Alle aanstellings is onderwerpe aan Polisie klaring wat noodwendig beteken dat applikante toestemming verleen dat dit verkry mag word.
17. Aansoeke wat na die sluitingsdatum ontvang word of nie van die dokumentasie hieronder vergesel word nie, sal nie oorweeg word nie.
18. 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.
19. Gunswerwing by enige raadslid en/of enige lid van die aanstellingskomitee en/of enige personeelid van die Munisipaliteit, is ontoelaatbaar en sal aansoekers onmiddellik diskwalifiseer.
20. Benewens die minimum posvereistes en standplaas hierin gestel, mag daar van posbekeërs 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.
21. 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 vakoets af te lê.
22. 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.
23. **VOORKEUR SAL VERLEEN WORD AAN PLAASLIKE KANDIDATE BINNE BERGRIVIER MUNISIPALE AREA.**
24. 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 kontakbare verwysings (lynbestuurders, ondergeskiktes of eweknieë), 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](http://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 Me. W Terry Thomas (Menslike Hulpbronbeampte: Voorsiening en Administrasie), om haar te bereik nie later nie as die sluitingsdatum.

**GEEN FAKSE OF ELEKTRONIESE POS SAL AANVAAR WORD NIE.**

**SLUITINGSDATUM: VRYDAG, 24 MAART 2023 OM 15:00**

ADV. H LINDE  
MUNISIPALE BESTUURDER

MK304 /2022

KERKSTRAAT 13  
POSBUS 60  
PIKETBERG  
7320