



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. All suitably qualified candidates 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
INTERNAL & EXTERNAL APPLICATIONS WILL BE CONSIDERED

TECHNICIAN: PROJECTS (PIKETBERG)
DIRECTORATE: TECHNICAL SERVICES

Requirements: Code B Driver's licence · Proficiency in at least 2 of the official languages (Afrikaans, English and Xhosa) of the Western Cape (read, write & speak) · Good supervision, human relations, interpersonal and communication skills · Ability to give attention to detail · High level of responsibility · Ability to deal with conflict situations · Ability to work under pressure · Financial control 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 ·

Qualifications: National Diploma in Civil Engineering relating to Project Management
Computer literacy (MS Office)

Experience: 2 - 5 years relevant experience

Key Performance Areas: Manages the key performance areas and result indicators associated with the implementation of capital, rehabilitative and maintenance projects and the co-ordination of specific services through analysis, investigation and interpretation of needs, interaction and communication with functional and community based role-players, formulation of contracts and project plans for approval and execution and application of procedures, regulations and standards in order to ensure priorities identified in the Integrated Development Plan are afforded adequate attention · Identifies and defines the immediate, short and long term Capital Projects objectives/plans associated with the development and maintenance of Infrastructure to support services delivery to ensure critical performance indicators are identifies and specific measures established to enable and guide the Directorate plan, manage and or prioritize outcomes accordingly · Manages the formulation of specific contracts and tender documents and controls contractual obligations to ensure contractual terms and conditions entered into, and agreed to, are compiled with and specific responsibilities discharged accordingly without any risk to the Council · Controls the professional, technical and operational outcomes in respect of core service delivery related projects to ensure the activities, projects and assignments associated with the section are monitored, deviations addressed and corrective measures introduced, enabling the department to deliver in accordance with the laid down services delivery objections and cost parameters · Manages and controls the planning and execution of specific approaches associated with the delivery of core services to ensure community needs and requirements are addressed and acceptable standards for service delivery maintained · Co-ordinated specific administrative and reporting requirements associated with the key performance and results indicators of the functionality to ensure administrative sequences dictating reporting requirements and approval procedures are complied with and correspondence responded through the provision of accurate information on the activities in the section · Responsible for Health and Safety compliance with statutory regulations during projects which includes protocols and procedures in order to minimise any accidents and/or injuries and to maintain a healthy and safe working environment for all · Any other related duty as requested by the supervisor.

Salary:	R 282 492. 00 per annum (T11 of a Category 3 Local Authority)
Date of acceptance:	01 September 2022
Enquiries:	Mr R Stander 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 applicants will be subjected to police clearance with the consent of the applicant.
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, correct and up to date.
11. Preference will be given to internal and local candidates within the Bergrivier 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.

The competency level for this position is a level 1 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.

Functional / Professional Competencies	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
<ul style="list-style-type: none"> • Discipline specific skills • Financial management • People management • Planning and organizing • Monitoring and control • Organisational awareness • Attention to detail • Direction setting • Dispute resolution • Problem solving • Negotiation 	<ul style="list-style-type: none"> • Interpersonal relationships • Communication • Services delivery orientation • Client orientation and customer focus 	<ul style="list-style-type: none"> • Action and outcome orientation • Resilience • Change readiness • Cognitive ability • Learning orientation • Accountability and ethical conduct 	<ul style="list-style-type: none"> • Impact and influence • Team orientation • Coaching and mentoring

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 **Municipal offices, Piketberg** or mailed to P O Box 60, Piketberg 7320 for the attention of Ms W Terry Thomas (HR Officer Provisioning & Administration) by no later than the closing date. **NO FAXES OR ELECTRONIC APPLICATIONS WILL BE ACCEPTED.**

CLOSING DATE: FRIDAY, 29 JULY 2022 AT 14:30

**ADV H LINDE
MUNICIPAL MANAGER**

MN 129/2022

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