



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 vacancies and awaits applications from competent persons who comply with the minimum job requirements.

DIRECTORATE: CORPORATE SERVICES
(Piketberg, unless stated otherwise)

1. **SENIOR LIBRARY ASSISTANT (BETTIE JULIUS LIBRARY, PORTERVILLE)**

Requirements: Grade 12 · Knowledge in all aspects of SLIMS (Library computer system) and the Dewey system · Proficiency in at least two (2) of the official languages of the Western Cape (Afrikaans/English/Xhosa - Speak, Read and Write) · Computer literacy (MS Office) · High level of responsibility · Ability to give attention to detail · Good, human relations, interpersonal and communication skills · One (1) year library experience.

Key Performance Areas: Performs specific activities with the provision of support by attending to routine enquiries from users and the general public, executing control procedures with respect to lending/returns and shelving, collecting and receipting payments, counting and reconciling totals, repairing damaged or defaced books and removing/preparing obsolete stock for return in order to ensure the laid down instructions and procedures are complied with contributing to the accomplishment of service delivery objectives.

Salary: R 124 608-00 annually (T07 of a Category 3 Local Authority)

Date of acceptance: 01 April 2017 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 three 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 qualification certificates and a Curriculum Vitae (Maximum of 3 pages), to reach the **Municipal offices, Piketberg** or mailed to **P O Box 60, Piketberg 7320** for the attention of **Ms AG Louw (Manager: Human Resources)** by no later than the closing date. **NO FAXES OR ELECTRONIC APPLICATIONS WILL BE ACCEPTED.**

CLOSING DATE: FRIDAY, 17 FEBRUARY 2017 AT 15H30

ADV H LINDE
MUNICIPAL MANAGER

MN

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 vakatures en aansoeke word ingewag van bevoegde persone wat aan die gestelde minimum posvereistes voldoen.

DIREKTORAAT: KORPORATIEWE DIENSTE **(Standplaas Piketberg, tensy anders gemeld)**

2. **SENIOR BIBLIOTEEK ASSISTENT (BETTIE JULIUS BIBLIOTEEK, PORTERVILLE)**

Posvereistes: Graad 12 · Kennis in alle aspekte van SLIMS (Biblioteek rekenaarstelsel) asook Dewey stelsel · Bevoegdheid in ten minste twee van die amptelike tale van die Wes-Kaap (Afrikaans/Engels/Xhosa - Skryf, lees en praat) · Rekenaargeletterdheid (Biblioteek pakkette) · Hoë vlak van verantwoordelikheid · Vermoë om noukeurig te werk en op die fynste besonderhede te fokus · Goeie, menslike verhoudings-, interpersoonlike- en kommunikasievaardighede · Een (1) jaar biblioteek ervaring.

Sleutel prestasie areas: Verrig spesifieke aktiwiteite wat verband hou met die voorsiening van ondersteuning deur die hantering van roetine navrae van gebruikers en die algemene publiek, uitvoering van prosedures met betrekking tot die uitleen/terugbring en wegpak van boeke, versamel en ontvangs van betalings, tel en rekonsiliasie van totale, herstel van beskadigde boeke en die verwydering/voorbereiding van verouderde voorraad vir teruggawe ten einde te verseker dat die neergelegde instruksies en prosedures nagekom word wat bydrae tot die voltooiing van dienslewering doelwitte.

Salaris: R 124 608-00 per jaar (T07 van 'n Kategorie 3 Plaaslike Owerheid)

Diensaanvaarding: 01 April 2017 of so spoedig moontlik

Navrae: Me G Croeser by (022) 913 6000

ALGEMEEN:

10. '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.
11. Die Munisipaliteit is 'n gelyke geleentheid werkgewer en eerbiedig die bepalings van die Wet op Gelyke Indiensneming.
12. Die Munisipaliteit behou die reg voor om nie 'n aanstelling te maak nie.
13. Alle aanstellings is onderworpe aan Polisie klaring wat noodwendig beteken dat applikante toestemming verleen dat dit verkry mag word.
14. Aansoeke wat na die sluitingsdatum ontvang word of nie van die dokumentasie hieronder vergesel word nie, sal nie oorweeg word nie.
15. 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.
16. 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.
17. Benewens die minimum posvereistes en standplaas hierin gestel, mag daar van posbektelers 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.
18. 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 vakttoets af te lê.

'n Dekbrief met vermelding van ten minste drie 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 3 bladsye) en gesertifiseerde afskrifte van die nodige kwalifikasie sertifikate, identiteitsdokument en bestuurderslisensie moet by die **Munisipale Kantore, Piketberg ingedien word of kan gepos word na Posbus 60, Piketberg, 7320 vir die aandag van Me AG Louw (Bestuurder: Menslike Hulpbrondienste)**, om haar te bereik nie later nie as die sluitingsdatum. **GEEN FAKSE OF ELEKTRONIESE AANSOEKE SAL AANVAAR WORD NIE.**

SLUITINGSDATUM VIR ALLE AANSOEKE: VRYDAG, 17 FEBRUARIE 2017 OM 15H30

ADV. H LINDE
MUNISIPALE BESTUURDER

MK

KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320