



## 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: TECHNICAL SERVICES** **(Piketberg, unless stated otherwise)**

#### **ADMINISTRATIVE CLERK: CIVIL (VELDDRIF)**

**Requirements:** An appropriate level of secondary education. (NQF Level 3) · Computer literacy (MS Office Applications) · Proficiency in at least 2 of the official languages of the Western Cape (read, write & 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 desk, walks, stands and interacts with others, attends to queries at the counter · Good sight, speech and hearing ability · must work overtime when required · One -Two (1 - 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 and 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 and providing general office support in the specific functional areas within the Directorate Technical Services.

**Salary:** R 150 624-00 annually (T08 of a Category 3 Local Authority)

**Date of Acceptance:** 1 May 2018 or as soon as possible.

**Enquiries:** Mr L Gouws 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.

A covering letter with three contactable references, 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 Me AG Louw (Manager: Human Resources)** by no later than the closing date. **NO FAXES OR ELECTRONIC APPLICATIONS WILL BE ACCEPTED.**

**ADV H LINDE  
MUNICIPAL MANAGER**

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

**MN33/2018**



## **BERGRIVIER MUNICIPALITY**

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 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.

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

**1. ADMINISTRATIEWE KLERK: SIVIELE (VELDDRIF)**

**Posvereistes:** · 'n Gepaste vlak van sekondêre onderwys. (NKR Vlak 3) · Rekenaargeletterdheid (MS Office Applications) · Vaardigheid in ten minste 2 van die amptelike tale van die Wes-Kaap (lees, skryf en praat) · Goeie menslike verhoudings, interpersoonlike en kommunikasievaardighede · Moet fisies fiks en gesond wees en in staat om hand bedrywighede en pligte te voet te verrig - sit agter 'n lessenaar, loop, staan en kommunikeer met ander, aandag gee aan navrae by die lessenaar · Goeie sig, spraak en gehoorvermoë · moet oortyd werk wanneer nodig · Een tot twee ( 1 - 2) jaar relevante ondervinding in die sleutelprestasie areas.

**Sleutel prestasie areas:** Voer administratiewe take uit wat verband hou met die verwerking en opdatering van inligting wat verband hou met pad- en stormwater instandhoudingsaktiwiteite, genereer transaksionele / instruksies gebaseerde dokumentasie en verslae en bywoon en / of stuur funksionele verwante navrae / klagtes aan spesifieke departemente vir aandag en oplossing. Opdatering van inligting wat verband hou met Tegniese Dienste, genereer registers, ontvangs en oordrag van klagtes / navrae en die verskaffing van algemene kantoorsteun in die spesifieke funksionele areas binne die Direkoraat Tegniese Dienste.

**Salaris:** R 150 624-00 per jaar (T08 van 'n Kategorie 3 Plaaslike Owerheid)

**Diensaanvaarding:** 1 Mei 2018 of so spoedig moontlik

**Navrae:** Mnr L Gouws by (022) 783 1112

**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 onderwerpe 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 van die dokumentasie hieronder vergesel word 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 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.
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 vakttoets af te lê.

A covering letter with three contactable references, 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 Me AG Louw (Manager: Human Resources)** by no later than the closing date. **NO FAXES OR ELECTRONIC APPLICATIONS WILL BE ACCEPTED.**

**SLUITINGSDATUM VIR ALLE AANSOEKE: VRYDAG, 23 MAART 2018 OM 15:00**

**ADV. H LINDE  
MUNISIPALE BESTUURDER**

**MK33/2018**

**KERKSTRAAT 13  
POSBUS 60  
PIKETBERG  
7320**