



## 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: FINANCIAL SERVICES (Piketberg, unless stated otherwise)

#### **CHIEF CLERK: RATES (PIKETBERG)**

**Requirements:** Grade 12 with Accounting · Code B Driver's License · Computer Literacy (MS Office) · Proficiency in at least two (2) of the official languages of the Western Cape (Afrikaans, English, isiXhosa - Read, Write and Speak) · Financial management skills · Sound knowledge of the Municipal Property Rates Act · Ability to give attention to detail · Incumbent must be physically fit · Must work overtime when required · Must perform duties in any of the area of the municipality · High level of responsibility · Three (3) years relevant experience in the key performance areas.

**Key Performance Areas:** Processing of rates clearance certificates · Enquiries related to rates and tax clearances · Cheque/Direct deposit allocations · Issue rates clearance certificates · Rebate for pensioners/farmers · Deeds transfer · Transfer of availability fees · Issue and update journals · Refund credit on debtor accounts · Experience in Rates.com and E4 electronic systems can be an added advantage.

**Salary:** R 182 400.00 per annum (T08 of a Category 3 Local Authority)

**Date of acceptance:** 01 May 2021 or as soon as possible

**Enquiries:** Mr M Crous 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 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, 12 FEBRUARY 2021 AT 15:00**

**ADV H LINDE  
MUNICIPAL MANAGER**

**MN14/2021**

**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. 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: FINANSIËLE DIENSTE** **(Standplaas Piketberg, tensy anders gemeld)**

#### **HOOF KLERK: BELASTING (PIKETBERG)**

**Posvereistes:** Graad 12 met Rekeningkunde · Kode B Bestuurslisensie · Rekenaargeletterdheid (MS Office) · Bevoegdheid in ten minste twee van die amptelike tale van die Wes-Kaap (Afrikaans, Engels, isiXhosa - Lees, Skryf en Praat) · Deeglike kennis van die Wet op Munisipale Eiendomsbelasting · Finansiële bestuursvaardighede · Vermoë om aandag te gee aan fynere besonderhede · Hoë vlak van verantwoordelikheid · Moet liggaamlik fiks wees · Moet oortyd werk wanneer nodig · Moet pligte in enige area binne die munisipaliteit verrig · Hoë vlak van verantwoordelikheid · Drie (3) jaar relevante ondervinding in die sleutel prestasie areas.

**Sleutel prestasie areas:** Verwerking van belastinguitklaringcertifikate · Navrae met betrekking tot tariewe en belastinguitklarings · Allokering van Tjek/direkte depositos · Uitreiking van belastinguitklaringcertifikate · Korting vir pensionarisse/boere · Akte oordrag · Oordra van beskikbaarheidsfooie · Uitreik en opdatering van joernale · Krediet terugbetaling op debiteurrekeninge · Ondervinding in Rates.com en E4 elektroniese stelsels kan tot u voordeel tel.

**Salaris:** R 182 400.00 per jaar (T08 van 'n Kategorie 3 Plaaslike Owerheid)

**Diensaanvaarding:** 01 Mei 2021 of so spoedig moontlik

**Navrae:** Mr Crous by (022) 913 6000

#### **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 bepalinge van die Wet op Gelyke Indiensneming.
3. Die Munisipaliteit behou die reg voor om nie 'n aanstelling te maak nie.
4. Alle aanstellings is onderworpe aan 'n polisie klaring wat noodwendig beteken dat applikante toestemming verleen dat dit verkry mag word.
5. Aansoeke wat na die sluitingsdatum ontvang word of nie vergesel van die dokumentasie hieronder genoem 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 hul 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 sekerheidsverklaring 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](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**, om haar te bereik teen nie later nie as die sluitingsdatum.  
**GEEN FAKSE OF ELEKTRONIESE POS SAL AANVAAR WORD NIE.**

**SLUITINGSDATUM: VRYDAG, 12 FEBRUARIE 2021 OM 15:00**

ADV. H LINDE  
MUNISIPALE BESTUURDER

MK14/2021

KERKSTRAAT 13  
POSBUS 60  
PIKETBERG  
7320