



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 requirement. (Women and persons with disabilities are encouraged to also apply.)

**VACANCY
INTERNAL & EXTERNAL APPLICATIONS WILL BE CONSIDERED**

RE-ADVERTISE:
HEAD: DISASTER MANAGEMENT AND FIRE SERVICES (PIKETBERG)
DIRECTORATE: COMMUNITY SERVICES
REF: GD6/381/PB

Requirements: Code C1 driver's license · Proficiency in at least two (2) of the official languages of the Western Cape (Afrikaans/English/Xhosa – Read, Write and Speak) · Conflict handling and negotiation skills · Good management, human relations and communication skills · High level of responsibility · Ability to work under pressure · Financial management skills · First Aid Certificate · Must be physically fit and able bodied · Have no mental phobias related to claustrophobia (confined spaces), acrophobia (heights), bathophobia (depts), aquaphobia (water), hermophobia (blood), achluophobia (darkness), authophobia (isolation) and necrophobia (corpses) · Must perform duties in any area of the municipality · Required to work outside normal working hours during emergencies and planned overtime.

Qualifications: Diploma or Bachelor Degree in Fire Technology
 Computer Literacy (MS Office Applications)

Experience: Twelve (12) years relevant experience as well as relevant managerial experience

Job Purpose: Manages the implementation, monitoring, evaluation and reporting sequences of outcomes associated with programmes designed to accomplish key service delivery objectives with respect to Disaster Management and Emergency Services, including Fire and Rescue Services through the coordination of operations against departmental, statutory and audit guidelines in order to ensure that the risk of damage to property and/or loss of lives is limited through prompt and efficient execution of sequences and applications.

Key Performance Areas: Identifies, defines and implements the immediate, short and long term managerial objectives and plans for the relevant areas of responsibility · Initiates plans, develops and drives long term plans for the human resource functionality in respect of the division · Directs and controls outcomes associated with the utilization, productivity and performance of personnel in the division · Manages and co-ordinates procedures and processes associated with maintaining employment relations and workplace peace · Manages the formulation of specific contracts and tender documents and controls contractual obligations in respect of the relevant areas of responsibility · Prepares capital and operating estimates and control expenditure against the approved budget allocations in respect of the division · Implements procedures, systems and controls to regulate specific work and associated sequences associated with the functionality · Manages, co-ordinates and controls key dimensions and requirements associated with occupational health and safety · Recommends the compilation of by-laws, procedural requirements and/or policies pertaining to traffic and protection services · Manages applications associated with identifying the critical disaster management variables and dimensions relevant to the local area · Manages and co-ordinates specific priorities, procedural applications, interventions and activities related to disaster management · Co-ordinates and monitors sequences associated with the provision of an emergency/rescue service · Disseminates information on outcomes, current developments, problems and constraints and/or presents educational material on public safety · Co-ordinates specific administrative and reporting requirements associated with the key performance areas and result indicators of the functionality · Carry out other instructions as requested by the Director Community Services with direct context to the specific post in order to ensure effective service delivery is maintained.

The competency level for this position is a level 5 as stipulated 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"> Community and customer focus Problem solving Negotiation and influencing Resilience Communication 	<ul style="list-style-type: none"> Fire fighting Rescue operations Special operations (Hazmat, Urban, Search and Rescue) Fire safety and prevention Safety and welfare Emergency medical care Call taking and dispatch 	<ul style="list-style-type: none"> Interpersonal Relationships Services delivery orientation 	<ul style="list-style-type: none"> Action and outcome orientation Resilience Change readiness Cognitive ability Learning orientation Problem solving 	<ul style="list-style-type: none"> Impact and influence Team orientation Direction setting Coaching and mentoring

Salary:	R 443 496.00 per annum (T14 of a Category 3 Local Authority) plus Car allowance
Date of acceptance:	01 May 2023 or as soon as possible
Enquiries:	Mr D Josephus 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 subject to Police clearance; which means that by applying for a position at the Municipality, you give us permission to obtain a Police clearance.
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 (WC013).**
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 (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 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: MONDAY, 20 FEBRUARY 2023 AT 16:00

**ADV H LINDE
MUNICIPAL MANAGER**

MN 6/2023

**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:

HOOF: RAMPBESTUUR EN BRANDWEERDIENSTE (PIKETBERG)

DIREKTORAAT: GEMEENSKAPSDIENSTE

VERW: GD6/381/PB

Posvereistes: Kode C1 bestuurslisensie · Bevoegdheid in ten minste twee (2) van die amptelike tale van die Wes-Kaap (Afrikaans/Engels/Xhosa – Lees, Skryf en Praat) · Konfliktantering en onderhandelingsvaardighede · Goeie bestuur, menslike verhoudinge en kommunikasie vaardighede · Hoë vlak van verantwoordelikheid · Vermoë om onder druk te werk · Finansiële bestuursvaardighede · Noodhulp sertifikaat · Moet fisies fiks en bekwaam wees · Het geen fobies wat verband hou met kloustrofobie/engtevreë (beperkte ruimtes), akrofobie (hoogtes), batofobie (diepte.), akwafobie (water), hemofobie (bloed), achluofobie (duisternis), outofobie (isolasië) en nekrofobie (lyke) · Moet take verrig in enige area van die munisipaliteit · Benodig om buite normale werksure tydens noodgevalle en beplande oortyd te werk ·

Kwalifikasie: Diploma of Baccalaureusgraad in Brandtegnologie
Rekenaargeletterdheid (MS Office-toepassings)

Ondervinding: Twaalf (12) jaar relevante ondervinding sowel as toepaslike bestuurservaring

Posdoel: Bestuur die implementering, monitoring, evaluasie en verslagdoeningsreeks van uitkomst wat verband hou met programme wat ontwerp is om sleuteldiensleweringdoelwitte met betrekking tot Rampbestuur en Nooddienste, insluitend Brandweer- en Reddingsdienste, deur die koördinerende van bedrywighede teen departementele, statutêre en ouditrylyne te bereik ten einde om te verseker dat die risiko van skade aan eiendom en/of verlies aan lewens beperk word deur vinnige en doeltreffende uitvoering van volgordes en toepassings.

Sleutel prestasie areas: Identifiseer, definieer en implementeer die onmiddellike, kort- en langtermyn bestuursdoelwitte en -planne vir die relevante areas van verantwoordelikheid · Inisieer planne, ontwikkel en dryf langtermynplanne vir die menslikehulpbronsfunksionaliteit ten opsigte van die afdeling · Rig en beheer uitkomst wat verband hou met die benutting, produktiwiteit en prestasie van personeel in die afdeling · Bestuur en koördineer prosedures en prosesse wat verband hou met die handhawing van diensverhoudinge en werkplekvrede · Bestuur die formulering van spesifieke kontrakte en tenderdokumente en beheer kontraktuele verpligtinge ten opsigte van die relevante areas van verantwoordelikheid · Berei kapitaal- en bedryfsramings op en beheer uitgawes teen die goedgekeurde begrotingstoekennings ten opsigte van die afdeling · Implementeer prosedures, stelsels en kontroles om spesifieke werk en gepaardgaande volgordes wat met die funksionaliteit geassosieer word te reguleer · Bestuur, koördineer en beheer sleuteldimensies en vereistes as hou verband met beroepsgesondheid en -veiligheid · Beveel die samestelling van verordeninge, prosedurevereistes en/of beleide met betrekking tot verkeers- en beskermingsdienste aan · Bestuur toepassings wat verband hou met die identifisering van die kritieke rampbestuurveranderlikes en -dimensies relevant tot die plaaslike area · Bestuur en mede-orden spesifieke prioriteite, prosedure-toepassings, intervensies en aktiwiteite wat met rampbestuur verband hou · Koördineer en monitor volgordes wat verband hou met die verskaffing van 'n nood-/reddingsdiens · Verspreid inligting oor uitkomst, huidige ontwikkelings, probleme en beperkings en/of bied opvoedkundige materiaal aan oor openbare veiligheid · Koördineer spesifieke administratiewe en verslagdoeningsvereistes wat verband hou met die sleutelprestasie-areas en resultaat-aanwysers van die funksionaliteit · Voer ander opdragte uit soos versoek deur die Direkteur Gemeenskapsdienste met direkte konteks na die spesifieke pos ten einde te verseker dat effektiewe dienslewering isin stand gehou.

Die bevoegdheidsvlak vir hierdie pos is 'n vlak 5 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"> Gemeenskap- en klantefokus Probleemoplossing Onderhandeling en Invloed Volharding Kommunikasie 	<ul style="list-style-type: none"> Brandbestryding Reddingsoperasies Spesiale operasies (Hazmat, stedelik, soek en redding) Brandveiligheid en Voorkoming Veiligheid en Welsyn Nood mediese sorg Oproep neem en versending 	<ul style="list-style-type: none"> Interpersoonlike Verhoudings Diensteleweringsoriëntering 	<ul style="list-style-type: none"> Aksie en uitkoms-oriëntering Volharding Gereedheid vir verandering Kognitiewe vermoë Leer-oriëntering Probleemoplossing 	<ul style="list-style-type: none"> Impak & Invloed Spanoriëntering Rigtingbepaling Afrigting & Mentorskap

Salaris:	R 443 496.00 per jaar (T14 van 'n Kategorie 3 Plaaslike Owerheid) plus motortoelaag
Diensaanvaarding:	01 Mei 2023 of so gou moontlik
Navrae:	Mnr D Josephus by 022 913 6000

ALGEMEEN:

1. 'n Diensbonus gelykstaande aan een maand se salaris , 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.
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 polisieverklaring 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. Gunsverwing 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 posbekleërs 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 vakoets af te lê.
10. Die munisipaliteit eerbiedig die bepalinge 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.
11. **VOORKEUR SAL VERLEEN WORD AAN PLAASLIKE KANDIDATE BINNE BERGRIVIER MUNISIPALE AREA (WC013).**
12. 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 (2) kontakbare verwysings (lynbestuurders, ondergeskiktes of eweknieë), vergesel van die voltooid 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 (**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 Mev. W Terry Thomas**, om haar te bereik teen nie later nie as die sluitingsdatum.

GEEN FAKSE OF ELEKTRONIESE POS SAL AANVAAR WORD NIE.

SLUITINGSDATUM: MAANDAG, 20 FEBRUARIE 2023 OM 16:00

**ADV. H LINDE
MUNISIPALE BESTUURDER**

MK 6/2023

**KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320**