



BERGRIVIER MUNISIPALITEIT

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

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

**SUPERVISOR / DRIVER: PARKS (VELDDRIF)**

**DIRECTORATE: COMMUNITY SERVICES**

**REF: GD122/431/VD**

**Qualifications:** Grade 10 or equivalent technical qualification;  
Code C1 driver's license;  
Basic Computer Literacy: MS Word / Excel

**Experience:** Three (3) – Five (5) years relevant experience required

**Requirements:** Proficiency in at least two (2) of the official languages of the Western Cape (isiXhosa/English/Afrikaans - Speak, Read, Write) · High level of responsibility · Ability to give attention to detail · Good supervision, human relations, interpersonal and communication skills · Must be physically fit and able bodied · Required to work in all weather conditions · Must be prepared to enter confined areas such as manholes, inlets, pipes and culverts · Required to work outside of normal working hours during emergencies and planned overtime · Must be able to perform duties in the whole area of the municipality when required.

**Job purpose:** Performs tasks / activities associated with the maintenance of parks, open spaces, cemeteries, sport grounds and supervision and transporting personnel, collecting / delivering materials and communicating and clarifying requirements with respect to parks and cemeteries to ensure service delivery standards are maintained and productivity targets and deadlines are achieved.

**Key Performance Areas:** Performs specific tasks / activities at the Depot prior to and on completion of allocated maintenance assignments · Monitors and controls procedural applications associated with the maintenance of parks, cemeteries, sports grounds and facilities · Executes specific applications associated with the maintenance of public swimming pools · Monitoring the maintenance of sport fields and the cleaning of drainage systems · Co-ordinates and monitors sequences associated with the preparation of burial sites · Supervises and controls the activities of personnel and associated tasks · Performs specific tasks associated with the operation of vehicles (LDV with trailer) during maintenance activities · Co-ordinates specific administrative and reporting requirements · Monitors and supervises utilization, application and maintenance of machinery, equipment, tools and material to ensure optimal work performance · Report to the Supervisor on problems encountered whilst performing the prescribed duties attached to the post to ensure timeous resolutions to problems and continuous service delivery.

The competency level for this position is a level 2 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:

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
<ul style="list-style-type: none"> <li>• Problem solving</li> <li>• Planning and organizing</li> <li>• Organizational awareness</li> </ul>	<ul style="list-style-type: none"> <li>• Discipline specific skills</li> <li>• People management</li> <li>• Task management</li> <li>• Work place safety</li> <li>• Budgeting</li> </ul>	<ul style="list-style-type: none"> <li>• Interpersonal Relationships</li> <li>• Communication</li> <li>• Service Delivery Orientation</li> </ul>	<ul style="list-style-type: none"> <li>• Action and outcome orientation</li> <li>• Resilience</li> <li>• Ethics and accountability</li> </ul>	<ul style="list-style-type: none"> <li>• Direction setting</li> <li>• Impact and influence</li> <li>• Coaching and mentoring</li> <li>• Team Orientation</li> </ul>

<b>Salary:</b>	R 264 600.00 per annum (T10 of a Category 3 Local Authority)
<b>Date of acceptance:</b>	01 January 2024 or as soon as possible
<b>Enquiries:</b>	Mr T April 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 clearings; which means that by applying for a position at the Municipality, you give us permission to obtain 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, correct and up to date.
11. Preference will be given to candidates within the Bergrivier Municipal area (WC013).
12. Successful candidates will be expected to sign a contract of employment, disclosure of benefits and interest 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](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 Mr. D Verhoog (Human Resources Officer: Provisioning and Administration)** by no later than the closing date.

**NO FAXES OR ELECTRONIC APPLICATIONS WILL BE ACCEPTED.**

**CLOSING DATE: FRIDAY, 03 NOVEMBER 2023 AT 15:00**

**ADV H LINDE  
MUNICIPAL MANAGER**

**MN 171/2023**

**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

**TOESIGHOUER / DRYWER: PARKE (VELDDRIF)**

**DIREKTORAAT: GEMEENSKAPSDIENSTE**

**VERW: GD122/431/VD**

**Kwalifikasie:** Graad 10 of gelykwaardige tegniese kwalifikasie;  
Kode C1 bestuurslisensie;  
Basiese rekenaargeletterdheid: MS Word / Excel

**Ondervinding:** Drie (3) – Vyf (5) jaar relevante ondervinding

**Posvereistes:** Bevoegdheid in ten minste twee (2) van die amptelike tale van die Wes-Kaap (isiXhosa/ Engels/ Afrikaans - Skryf, lees en praat) · Hoë vlak van verantwoordelikheid · Vermoë om op fynere besonderhede te let · Goeie toesighouding, menslike verhoudings, interpersoonlike en kommunikasie vaardighede · Moet fisies fiks en bekwaam wees · Vereis om in alle weerstoestande te werk · Moet bereid wees om beperkte gebiede soos mangate, inlate, pype en duikers binne te gaan · Vereis om buite normale werksure te werk tydens noodgevalle en beplande oortyd · Moet instaat wees om pligte in enige area van die munisipaliteit uit te voer.

**Posdoel:** Verrig take/aktiwiteite wat verband hou met die instandhouding van parke, oop ruimtes, begraaftplase, sportgronde en toesighouding en vervoer van personeel, versamel / lewer materiaal en kommunikeer en verduidelik vereistes met betrekking tot parke en begraaftplase om te verseker dat diensleweringstandaarde gehandhaaf word en produktiwiteitsteikens en spertye bereik word.

**Sleutel prestasie areas:** Verrig take / aktiwiteite by die Depot voor en na afloop van toegewysde instandhoudingsopdragte. · Monitor en beheer prosedure-toepassings wat verband hou met die instandhouding van parke, begraaftplase, sportterreine en fasiliteite · Voer spesifieke aktiwiteite uit wat verband hou met die instandhouding van openbare swembaddens · Monitering van die instandhouding van sportvelde en die skoonmaak van dreineringsstelsels. · Koördineer en monitor die volgorde wat verband hou met die voorbereiding van begraaftplase · Beheer en toesighouding van aktiwiteite van personeel en verwante take · Verrig spesifieke take wat verband hou met die werking van voertuie (LDV sleepwa) tydens instandhoudingsaktiwiteite · Koördineer spesifieke administratiewe en verslagdoening vereistes · Monitor en hou toesig oor die gebruik, toepassing en instandhouding van masjienerie, toerusting, gereedskap en materiaal om optimale werksprestasie te verseker · Rapporteer aan die toesighouer oor probleme wat ondervind word tydens die uitvoering van die die voorgeskrewe pligte verbonde aan die pos om tydigte oplossings vir die probleme en deurlopende dienslewering te verseker.

Die bevoegdheidsvlak vir hierdie pos is 'n vlak 2 soos bepaal in Bylae A van die Munisipale Personeelregulasies Staatskennisgewing R890 soos afgekondig in die Staatskoerant 45181 soos gedateer op 20 September 2021 en bestaan uit die volgende bevoegdhede:

Kern Professionele Bevoegdhede	Funksionele Bevoegdhede	Bevoegdhede t.o.v Openbare Diensoriëntering	Persoonlike Bevoegdhede	Bestuur / Leierskap Bevoegdhede
<ul style="list-style-type: none"> <li>• Probleem oplossing</li> <li>• Beplanning en Organiserings</li> <li>• Organisasionele bewusheid</li> </ul>	<ul style="list-style-type: none"> <li>• Dissiplinespesifieke Vaardighede</li> <li>• Mensebestuur</li> <li>• Taakbestuur</li> <li>• Werkplekveiligheid</li> <li>• Begroting</li> </ul>	<ul style="list-style-type: none"> <li>• Interpersoonlike verhoudings</li> <li>• Kommunikasie</li> <li>• Diensleweringsooriëntering</li> </ul>	<ul style="list-style-type: none"> <li>• Aksie- en uitkomst oriëntering</li> <li>• Volharding</li> <li>• Verantwoordingspligtigheid en etiese gedrag</li> </ul>	<ul style="list-style-type: none"> <li>• Rigtingbepaling</li> <li>• Impak en invloed</li> <li>• Spanoriëntering</li> <li>• Afrigting en mentorskap</li> </ul>

<b>Salaris:</b>	R 264 600.00 per jaar (T10 van 'n Kategorie 3 Plaaslike Owerheid)
<b>Diensaanvaarding:</b>	01 Januarie 2024 of so spoedig moontlik
<b>Navrae:</b>	Mnr T April 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, insluitend '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 onderworpe aan Polisie verklaring 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 posbekteërs 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 bepalings 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 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](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 Mnr D Verhoog (Menslike Hulpbronbeampte: Voorsiening en Administrasie)**, om hom te bereik teen nie later nie as die sluitingsdatum.

**GEEN FAKSE OF ELEKTRONIESE POS SAL AANVAAR WORD NIE.**

**SLUITINGSDATUM: VRYDAG, 03 NOVEMBER 2023 OM 15:00**

**ADV. H LINDE  
MUNISIPALE BESTUURDER**

**MK 171/2023**

**KERKSTRAAT 13  
POSBUS 60  
PIKETBERG  
7320**