



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

VACANCY
INTERNAL & EXTERNAL APPLICATIONS WILL BE CONSIDERED

LIBRARY AID: PIKETBERG

DIRECTORATE: COMMUNITY SERVICES

REF: GD69/201/PB

Requirements: Proficiency in at least two of the official languages of the Western Cape (Afrikaans/English/Xhosa-Read, Write and Speak) · Ability to perform basic calculations · High level of responsibility · Must be physically fit and able bodied · Required to work outside normal working hours during planned overtime · Must perform duties in any area of the municipality when required.

Qualifications: Grade 12;
Basic Computer Literacy

Experience: 0 – 1 year experiential knowledge of public libraries

Key Performance Areas: Undertakes activities associated with maintaining the cleanliness of the library, washing and wiping ceramic surfaces and floors and cleaning and disinfecting ablution units, serving beverages and performing general library support duties in accordance with laid down instructions · Communicating with new and existing users · Conducting educational and information services, orientating library users, assisting with enquiries and providing reading guidance · Attends to specific activities associated with providing support with specific arrangements · Undertakes specific activities associated with maintain the cleanliness of the library · Undertakes specific activities associated with preparation, serving and maintenance of beverage stock and utensils.

The competency level for this position is a level 1 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	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
<ul style="list-style-type: none"> • People management • Conceptual thinking • Organisational awareness • Attention to detail • Professional/technical proficiency 	<ul style="list-style-type: none"> • Interpersonal relationships • Communication • Service delivery Orientation • Client orientation and customer focus 	<ul style="list-style-type: none"> • Accountability and ethical conduct • Resilience • Management of learning (learning orientation) 	<ul style="list-style-type: none"> • Direction setting • Coaching and mentoring • Impact and influence

Salary:	R 115 344.00 per annum (T04 of a Category 3 Local Authority)
Date of acceptance:	01 December 2022 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.
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. **ONLY APPLICATIONS WITHIN THE BERGRIVIER MUNICIPAL AREA (WC013) WILL BE CONSIDERED.**
12. Successful candidates will 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) 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: MONDAY, 14 NOVEMBER 2022 AT 15:30

**ADV H LINDE
MUNICIPAL MANAGER**

MN 255/2022

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



BERGRIVIER MUNISIPALITEIT

Berggrivier 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.

Berggrivier Munisipaliteit, met sy hoofkantoor op Piketberg en ongeveer 'n 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

BIBLIOTEEKHULP: PIKETBERG

DIREKTORAAT: GEMEENSAPSDIENSTE

VERW: GD69/201/PB

Posvereistes: Bevoegdheid in ten minste twee (2) van die ampelike tale van die Wes- Kaap (Afrikaans/English/Xhosa - Lees, Praat en Skryf) · Vermoë om basiese berekeninge te doen · Moet fisies fiks en bekwaam wees · Vereis om buite normale werksure te werk tydens beplande oortyd · Verrig pligte in enige area van die munisipaliteit indien nodig.

Kwalifikasie: Graad 12;
Basiese rekenaargeletterdheid

Ondervinding: 0 -1 jaar relevante ondervindingskennis van openbare biblioteke

Sleutel prestasie areas: Onderneem aktiwiteite wat verband hou met die skoonhou van die biblioteek, was en vee van keramiek oppervlakke en vloere, ontsmet ablusie eenhede, bedien van verversings en verrig algemene biblioteek ondersteunings pligte in ooreenstemming met neergelegde instruksies · Kommunikeer met nuwe en bestaande gebruikers · Lewer opvoedkundige en inligtingsdienste, oriënteer biblioteekgebruikers, help met navrae en verskaf leesleiding · Gee aandag aan spesifieke aktiwiteite wat verband hou met die verskaffing van ondersteuning met spesifieke reëlins · Onderneem spesifieke aktiwiteite wat verband hou met die handhawing van die netheid van die biblioteek · Onderneem spesifieke aktiwiteite wat verband hou met voorbereiding, bediening en instandhouding van verversings.

Die bevoegdheidsvlak vir hierdie pos is 'n vlak 1 soos bepaal in Bylae A van die Munisipale Personeel Regulasies Staatskennisgewing R890 soos afgekondig in die Staatskoerant 45181 soos gedateer op 20 September 2021 en bestaan uit die volgende bevoegdhede:

Kern Professionele Bevoegdhede	Bevoegdhede t.o.v Openbare Diensoriëntering	Persoonlike Bevoegdhede	Bestuur / Leierskap Bevoegdhede
<ul style="list-style-type: none">• Mensebestuur• Konseptuele denke• Organisasoriese bewustheid• Aandag aan besonderhede• Professionele/tegniese vaardigheid	<ul style="list-style-type: none">• Interpersoonlike verhoudings• Kommunikasie• Dienstelewerings-oriëntering• Kliënt-oriëntasie en klantefokus	<ul style="list-style-type: none">• Verantwoordingspligtigheid en etiese gedrag• Volharding• Bestuur van leer (leeroriëntering)	<ul style="list-style-type: none">• Rigtingbepaling• Afrigting en Mentorskap• Impak en invloed

Salaris:	R 115 344.00 per jaar (T04 van 'n Kategorie 3 Plaaslike Owerheid)
Diensaanvaarding:	01 Desember 2022 of so gou as moontlik
Navrae:	Me G Croeser 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 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 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.
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. **SLEGS AANSOEKE VANUIT DIE BERGRIVIER MUNISIPALE AREA (WC013) SAL OORWEEG WORD.**
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 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 drie (3) bladsye) en gesertifiseerde afskrifte van die nodige kwalifikasie sertifikate en identiteitsdokument (**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 (Menslike Hulpbronbeampte: Voorsiening en Administrasie)**, teen nie later as die sluitingsdatum.

GEEN FAKSE OF ELEKTRONIESE POS SAL AANVAAR WORD NIE.

SLUITINGSDATUM: MAANDAG, 14 NOVEMBER 2022 OM 15:30

**ADV. H LINDE
MUNISIPALE BESTUURDER**

MK 255/2022

**KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320**