



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: CORPORATE SERVICES (Based in Piketberg, unless stated otherwise)

CLERK: FILING AND ARCHIVES (PIKETBERG)

Requirements: Grade 12 · Proficiency in at least two of the official languages of the Western Cape (Afrikaans/English/Xhosa-Read, Write and Speak) · Computer literacy (MS Office Applications) · Good human relations, interpersonal and communication skills · Ability to give attention to detail · High level of responsibility · Ability to work under pressure · Must maintain confidentiality · Must be physically fit and healthy and able to perform manual operations and duties on foot · Ability to meet predetermined deadlines with respect to distribution of daily mail received · Sight, speech and hearing ability · Must work overtime when required · Must perform relief duties as and when required · One (1) year relevant experience in the key performance areas.

Key Performance Areas: Performs activities/tasks associated with the receipting, registering and recording of incoming mail/correspondence · Performs activities/tasks associated with receipting, registering and recording of incoming payments · Performs specific tasks/activities associated with monitoring the circulation and retrieval of document and correspondence files · Performs tasks/activities associated with the provision of general office support.

Salary: R 133 968.00 per annum (T06 of a Category 3 Local Authority)

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

Enquiries: Mr S Lesch 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) 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**

MN15/2021

**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: KORPORATIEWE DIENSTE **(Standplaas Piketberg, tensy anders gemeld)**

KLERK: LIASSERING EN ARGIEWE (PIKETBERG)

Posvereistes: Graad 12 · Bevoegdheid in ten minste twee van die amptelike tale van die Wes-Kaap (Afrikaans/Engels/Xhosa Lees, Skryf en Praat) · Rekenaarvaardigheid (MS Office Pakket) · Goeie menseverhoudinge, interpersoonlike en kommunikasievaardighede · Hoë vlak van verantwoordelikheid · Vermoë om op fynere besonderhede te let · Vermoë om onder druk te werk · Moet vertroulikheid handhaaf · Moet fisies fiks en gesond wees en funksies en pligte te voet uitvoer · Vermoë om voorafbepaalde sperdatums te bereik met betrekking tot die verspreiding van pos wat daagliks ontvang word · Goeie sig-, spraak en gehoorvermoë · Moet oortyd werk wanneer nodig · Moet aflos funksies verrig soos nodig · Een (1) jaar relevante ervaring in die sleutelprestasie areas.

Sleutel prestasie areas: Voer aktiwiteite/take uit wat verband hou met die ontvangs, registrasie en opname van inkomende pos/korrespondensie en betalings · Voer spesifieke take/aktiwiteite uit wat verband hou met die monitering van die verspreiding en terugkry van dokument- en korrespondensie lêers · Verrig aktiwiteite/take wat verband hou met die verskaffing van algemene kantoorondersteuning ·

Salaris: R 133 968.00 per jaar (T06 van 'n Kategorie 3 Plaaslike Owerheid)

Diensaanvaarding: 01 Mei 2021 of so spoedig moontlik

Navrae: Mr S Lesch by (022) 913 6000

ALGEMEEN:

1. 'n Diensbonus gelykstaande aan een maand se salaris is, waar van toepassing, sal betaalbaar wees en word aangevul deur die normale voordele van toepassing op die Munisipaliteit, met begrip 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 onderworpe aan 'n polisieklaring 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 vakoets 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), '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**

MK15/2021

**KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320**