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

RE-ADVERTISE:
GENERAL ASSISTANT: WATER & SEWAGE (VELDDRIF)
DIRECTORATE: TECHNICAL SERVICES
REF: TD123/291/VD

Requirements: Proficiency in at least two of the official languages of the Western Cape (Afrikaans/English/Xhosa-Read, Write and Speak) · High level of responsibility · Ability to give attention to detail · 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 normal working hours during emergencies and planned overtime · Must perform duties in the whole area of municipality when required.

Qualifications: Basic Literacy

Experience: One (1) years' relevant experience

Job Purpose: Performs general labouring activities associated with providing support during the installation, repair and maintenance of water and sewage reticulation systems by using hand tools (spade, pick-axe, wheelbarrow, rare, fork, crowbar and broom), to excavate defined areas, laying pipes and lines, cleaning or clearing obstructions and overgrown vegetation interfering with water and sewage reticulation systems.

Key Performance Areas: Undertakes general labouring tasks associated with the water and sewage maintenance · Clean worksites, stores equipment and tools and loads material prior to departure from work sites · Undertakes specific activities associated with maintaining the water and sewage purification plant and surroundings · Any other related duties as requested by the Supervisor.

The competency level for this position is a level 1 as stipulates in Annexure A of the Municipal Staff Regulations as promulgated Notice R890 in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies.

Functional/ Professional Competencies	Personal Competencies	Personal Competencies
• Managing work • Work place safety • Task accountability • Quality orientation • Oral communication	• Services delivery orientation • Interpersonal Relationships • Communication	• Action orientation • Resilience • Accountability and ethical conduct • Learning orientation • Impact and influence • Team orientation

Salary:	R 115 344.00 per annum (T04 of a Category 3 Local Authority)
Date of acceptance:	01 March 2023 or as soon as possible
Enquiries:	Mr A Petersen at 022 783 1112

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, up to date and correct.
11. ONLY APPLICATIONS WITHIN THE BERGRIVIER MUNICIPAL AREA (WC013) WILL BE CONSIDERED.
12. Successful candidates will be expected to sign a contract of employment, disclosure of benefits and interests and performance contract (where applicable) with the employer.

A covering letter with at least two contactable references (managers, subordinates or peers), must accompany the completed prescribed application form (available on request at Tel. 022 913 6000 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, 27 JANUARY 2023 AT 15:00

ADV H LINDE
MUNICIPAL MANAGER

MN302 /2022

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:
ALGEMENE ASSISTENT: WATER & RIOOL (VELDDRIF)
DIREKTORAAT: TEGNIESE DIENSTE
VERW: TD123/291/VD

Posvereistes: Bevoegdheid in ten minste twee van die amptelike tale van die Wes-Kaap (Afrikaans/Engels/Xhosa Lees, Skryf en Praat) · Hoë vlak van verantwoordelikheid · Vermoë om fynere besonderhede op te let · Moet fisies fiks wees · Moet in alle werkstoestandighede kan werk · Moet bereid wees om areas te betree soos mangate, pype, kanale en duikers · Word verwag om te werk buite normale werksure tydens noodgevalle en onbeplande oortyd · Moet take verrig in enige area van die munispaliteit.

Kwalifikasies: Basiese vaardighede

Ondervinding: Een (1) jaar toepaslike ondervinding

Doel van Pos: Verrig algemene arbeidsaktiwiteite wat verband hou met ondersteuning tydens die installering, herstel en instandhouding van water- en rioolretikulasie stelses deur handgereedskap (graaf, pik, kruiwa, hark en besem) te gebruik om spesifieke gebiede uit te grawe, pyplyne en pype te le, of die skoonmaak van obstruksies of oorgroeide areas.

Sleutel prestasie areas: Onderneem spesifieke arbeidstake wat verband hou met water- en riool instandhouding · Skoonmaak van werksplekke, stoor toerusting en laai van materiaal · Enige ander verwante pligte soos versoek deur die toesighouer.

Die bevoegdheidsvlak vir hierdie pos is 'n vlak 1 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:

Funksionele Bevoegdhede	Bevoegdhede t.o.v Openbare Diensoriëntering	Persoonlike Bevoegdede
• Bestuur van werk • Werkpleksveiligheid • Taak Verantwoordelikheid • Kwaliteit-oriëntering • Mondelinge kommunikasie	• Diensleweringsoriëntering • Interpersoonlike Verhoudings • Kommunikasie	• Aksie-oriëntering • Volharding • Aanspreeklikheid en etiese gedrag • Leeroriëntering • Impak en Invloed • Spanoriëntering

Salaris:	R 115 344.00 per jaar (T04 van 'n Kategorie 3 Plaaslike Owerheid)
Diensaanvaarding:	01 Januarie 2023 of so gou as moontlik
Navrae:	Mnr A Petersen by 022 783 1112

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, 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 '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 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 vaktoets 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 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, operbaarmaking van voordele en belange en 'n prestasiekontrak (waar van toepassing) met die werkgewer onderteken.

'n Dekbrief met vermelding van ten minste twee 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 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 (Menslike Hulpbronbeampte: Voorsiening en Administrasie) om haar te bereik teen nie later nie as die sluitingsdatum.

GEEN FAKSE OF ELEKTRONIESE POS SAL AANVAAR WORD NIE.

SLUITINGSDATUM: VRYDAG, 27 JANUARIE 2023 OM 15:00

ADV. H LINDE
MUNISIPALE BESTUURDER

MK302 /2022

KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320