



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 1uur 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.)

DIREKTORAAT: KORPORATIEWE DIENSTE (Standplaas Piketberg)

MENSLIKE HULBRONDIENTE INTERNSKAP (x3)

Posvereistes: Die Plaaslike Regering SETA (LGSETA) het 'n menslike hulpbron internskap program saamgestel om kapasiteitsbou binne munisipaliteite te bestuur · Interns sal praktiese ervaring en verdere opleiding in menslike hulpbronne ondergaan · Hierdie aanstelling is geldig vir 12 maande · Bevoegdheid in ten minste twee (2) van die amptelike tale van die Wes-Kaap (Afrikaans / Engels / Xhosa – Skryf, Lees en Praat) · Goeie menseverhoudinge, interpersoonlike en kommunikasie vaardighede · Vermoë om op fynere besonderhede te fokus · Hoë vlak van verantwoordelikheid · Basiese kennis van Menslike Hulpbrondienste · Verslagsdoeningsvaardighede.

Die volgende drie kwalifikasies sal voorkeur geniet:

- Gevorderde Diploma in Menslike Hulpbronbestuur
- BA in Bedryfsielkunde met Arbeidsverhoudinge
- Gevorderde Diploma in Besigheids- en Inligtingsadministrasie

Sleutel prestasie areas: Assisteer met die implementering van die Plaaslike Regering Munisipale Personeelregulasies · Assisteer met arbeidsverhoudinge, Personeeladministrasie, Beroepsgesondheid en Veiligheid en Opleiding en Ontwikkeling

Salaris:	R 100 000.00 per jaar – Totale Vergoedingspakket
Diensaanvaarding:	01 Julie 2023 of so spoedig moontlik
Navrae:	Mnr D Boumeester by 022 913 6000 Mnr W Rheeder by 022 913 6000

ALGEMEEN:

1. Die Munisipaliteit is 'n gelyke geleentheid werkgewer en eerbiedig die bepalings van die Wet op Gelyke Indiensneming.
2. Die Munisipaliteit behou die reg voor om nie 'n aanstelling te maak nie.
3. Alle aanstellings is onderworpe aan 'n polisieverklaring wat noodwendig beteken dat applikante toestemming verleen dat dit verkry mag word.
4. Aansoeke wat na die sluitingsdatum ontvang word of nie vergesel van die dokumentasie hieronder genoem nie, sal nie oorweeg word nie.
5. 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.
6. 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.
7. 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.
8. Aanstelling in sekere poste is onderhewig aan 'n sekerheidsverklaring en daar sal ook van aansoekers verwag word om 'n onderhoud- en evalueringproses te deurloop en waar van toepassing, 'n vakoets af te lê.
9. 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 informasie wat u aan ons verskaf korrek is en 'n ware weergawe is van u mees onlangse inligting.
10. Slegs aansoeke vanuit die Bergrivier munisipale area (WC013) sal oorweeg word.
11. Daar sal van suksessvolle 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 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 per aansoekvorm**) moet by die **Munisipale Kantore, Piketberg ingedien word of kan gepos word na Posbus 60, Piketberg, 7320 vir die aandag van Mr. D Boumeester (Menslike Hulpbronbeampte: Opleiding en Ontwikkeling)**, teen nie later as die sluitingsdatum.

GEEN FAKSE OF ELEKTRONIESE POS SAL AANVAAR WORD NIE.

SLUITINGSDATUM: WOENSDAG, 21 JUNIE 2023 OM 16:00

ADV. H LINDE
MUNISIPALE BESTURDER

MK 106/2023

KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320



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.)

DIRECTORATE: CORPORATE SERVICES (Based in Piketberg)

HUMAN RESOURCES INTERNSHIP (x3)

Job Requirements: The Local Government SETA (LGSETA) has set up a human resources internship programme to manage capacity building in municipalities · Interns will undergo practical experience and further training in human resources · The appointment will be valid for 12 months · Competence in at least two (2) of the official languages of the Western Cape (Afrikaans / English / Xhosa – Writing, Reading and Speaking) · Good human relations, interpersonal and communication skills · Ability to give attention to detail · High level of responsibility · Basic knowledge of Human Resource Services · Report writing skills.

The following three qualifications will receive preference:

- Advanced Diploma in Human Resource Management
- BA Degree in Industrial Psychology with Labour Relations
- Advanced Diploma in Business & Information Administration

Key performance areas: Assist with the implementation of the Local Government Municipal Staff Regulations · Assist with labour relations, Personnel Administration, Occupational Health and Safety and Training and Development.

Salary:	R 100 000.00 per annum - Total cost to company
Date of acceptance:	01 July 2023 or as soon as possible
Enquiries:	Mr D Boumeester at 022 913 6000 Mr W Rheeder at 022 913 6000

GENERAL:

1. 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.
2. The Municipality is not bound to make any appointment.
3. All applicants will be subjected to police clearance with the consent of the applicant.
4. Applications received after the closing date or which have been received without the documentation mentioned below, will not be considered.
5. 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.
6. 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.
7. 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.
8. 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.
9. The municipality respects the conditions of the Protection of Personal Information Act. By submitting your information and application you confirms that the information you have provide to us is true, correct and up to date.
10. Only applications within the Bergrivier municipal area (WC013) will be considered.
11. Successful candidates will be expected to sign a contract of employment, disclosure of benefits and interests and a performance agreement (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, and a Curriculum Vitae (Maximum of 3 pages), (only one per application form), to reach the **Municipal offices, Piketberg or mailed to P.O. Box 60, Piketberg 7320 for the attention of Mr D Boumeester (Human Resources Officer: Training and Development)** by no later than the closing date.

NO FAXES OR ELECTRONIC APPLICATIONS WILL BE ACCEPTED.

CLOSING DATE: WEDNESDAY, 21 JUNE 2023 AT 16:00

ADV H LINDE
MUNICIPAL MANAGER

MN 106/2023

13 CHURCH STREET
P O BOX 60
PIKETBERG
7320