



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 also 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.

VACANCY
INTERNAL & EXTERNAL APPLICATIONS WILL BE CONSIDERED

BUILDING & LAW ENFORCEMENT INSPECTOR (VELDDRIF)

DIRECTORATE: TECHNICAL SERVICES

REF.:TD13/032/VD

Qualifications: A relevant National Diploma with one of the following building discipline: Civil Engineering; Structural Engineering; Architecture; Building Maintenance; Building Science; Building Surveying; Quantity Surveying

Computer Literacy (MS Office)

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

Requirements: Code B Driver's licence · Proficiency in at least 2 of the official languages (Afrikaans, English and Xhosa – Read, Write, Speak) of the Western Cape · Building Site Supervisory Skills · Good interpersonal and communication skills · Be able to work independently · Good people skills, writing and calculating skills · Negotiating and Conflict Handling Skills · Attention to detail · Must be physically fit and able bodied · Required to work in all weather conditions · Required to work outside normal working hours · Must perform duties in the whole area of the municipality · Eligible to be registered as a Peace Officer (Law Enforcement Officer)

Job Purpose: Conduct site inspections and investigations relating to Building Control to make sure that all legislation, standards and regulations are adhered to in terms of the National Building Regulations and Standards Act, Act 103 of 1977 as amended, the Heritage Resources Act, Act 25 of 1999 and other applicable legislation

Key Performance Areas: Performs tasks / activities associated with the implementation of procedures and, monitors compliance with standards and specifications with regards to new buildings, additions and renovations to existing structures · Preliminary Building Inspections · Client management · Reporting and general administration · Legislative compliance · Responsible to part take in the Municipality's Performance Management and Development System

The competency level for this position is a level 2 as stipulated 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"> Organisational awareness Problem solving Planning and organizing Information management 	<ul style="list-style-type: none"> Building development control Building inspectorate customer centricity Legal administration Negotiation and influencing Ethics and professionalism 	<ul style="list-style-type: none"> Interpersonal relationships Communication Services delivery orientation 	<ul style="list-style-type: none"> Action and outcome orientation Resilience Change readiness Learning orientation Accountability and ethical conduct 	<ul style="list-style-type: none"> Team orientation Direction setting Coaching and mentoring Impact and influence

Salary:	R 234 996. 00 per annum (T09 of a Category 3 Local Authority)
Date of acceptance:	01 November 2024 or as soon as possible
Enquiries:	Mr L Janse van Rensburg 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 applicants will be subjected to police clearance with the consent of the applicant.
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 candidates within the Bergrivier area (WC013) will be considered.
12. Successful candidates will be expected to sign a contract of employment, disclosure of benefits and interests and a 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 and a Curriculum Vitae (Maximum of 3 pages), to reach **Municipal Offices (Aurora, Eendekuil, Redelinghuys, Piketberg, Porterville & Velddrif) within the municipal area or posted to PO Box 60, Piketberg, 7320 or by courier to 13 Church Street, Piketberg, 7320, for the attention of Mr DF Verhoog, to reach him by no later than the closing date.**

You should note that the Municipality does not accept responsibility for applications that are mailed or sent by courier and are received late or not at all. The onus is still on you to ensure that your application reaches the municipality before the closing date.

NO FAXES OR ELECTRONIC APPLICATIONS WILL BE ACCEPTED.

CLOSING DATE: WEDNESDAY, 25 SEPTEMBER 2024 AT 16:00

**ADV H LINDE
MUNICIPAL MANAGER**

MN 253/2024

**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 ook 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.

VAKATURE INTERNE & EKSTERNE AANSOEKE SAL OORWEEG WORD

GEBOU & WETSTOEPASSING INSPEKTEUR (PIKETBERG)

DIREKTORAAT: TEGNIESE DIENSTE

VERW: TD13/032/VD

Kwalifikasie: 'n Toepaslike Nasionale Diploma met een van die volgende boudisipliene: Siviele Ingenieurswese; Strukturele Ingenieurswese; Argitektuur; Gebou Instandhouding; Bouwetenskap; Gebou Opmeting; Bourekenkunde

Rekenaargeletterdheid (MS Office)

Ondervinding: Drie (3) tot Vyf (5) jaar relevante ondervinding

Vereistes: Kode B Bestuurderslisensie · Vaardigheid in ten minste 2 van die amptelike tale (Afrikaans, Engels en Xhosa – Lees, Skryf, Praat) van die Wes-Kaap · Bouterreintoesighoudingsvaardighede · Goeie interpersoonlike en kommunikasievaardighede · Selfstandig kan werk · Goed mensevaardighede, skryf- en rekenvaardighede · Onderhandelings- en konflikthanteringsvaardighede · Aandag aan detail · Moet fisies fiks en bekwaam wees · Vereis om in alle weersomstandighede te werk · Vereis om buite normale werksure te werk · Moet pligte in die hele area van die munisipaliteit · Kwalifiseer om as 'n Vredesbeampte (wetstoepassingsbeampte) geregistreer te word

Posdoel: Doen terreininspeksies en ondersoeke met betrekking tot Boubeheer om seker te maak dat alle wetgewing, standaarde en regulasies nagekom word ingevolge die Wet op Nasionale Bouregulasies en Standaarde, Wet 103 van 1977 soos gewysig, die Wet op Erfenishulpbronne, Wet 25 van 1999 en ander toepaslike wetgewing

Sleutel prestasie areas: Voer take/aktiwiteite uit wat verband hou met die implementering van prosedures en monitor nakoming van standaarde en spesifikasies met betrekking tot nuwe geboue, aanbouings en opknappings aan bestaande strukture · Voorlopige gebou-inspeksies · Kliëntebestuur · Verslagdoening en algemene administrasie · Wetgewende nakoming · Verantwoordelik om deel te neem in die Munisipaliteit se Prestasiebestuur- en Ontwikkelingstelsel

Die bevoegdheidsvlak vir hierdie pos is 'n vlak 2 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	Funksionele Bevoegdhede	Bevoegdhede t.o.v Openbare Diensoriëntering	Persoonlike Bevoegdhede	Bestuur / Leierskap Bevoegdhede
<ul style="list-style-type: none"> Organisatoriese bewusheid Probleemoplossing Beplanning en organisering Inligtingsbestuur 	<ul style="list-style-type: none"> Gebou ontwikkelingsbeheer Kliëntgesentreerdheid van bou-inspekteurs Regsadministrasie Onderhandeling en beïnvloeding Etiek en professionalisme 	<ul style="list-style-type: none"> Interpersoonlike verhoudings Kommunikasie Dienstelewerings-oriëntering 	<ul style="list-style-type: none"> Aksie-oriëntering Volharding Gereedheid vir verandering Verantwoordingspligtigheid en etiese gedrag 	<ul style="list-style-type: none"> Spanoriëntering Rigtingbepaling Afrigting en Mentorskap Impak en invloed

Salaris:	R 234 996. 00 per annum (T09 of a Category 3 Local Authority)
Diensaanvaarding:	01 November 2024 of so spoedig moontlik
Navrae:	Mr L Janse van Rensburg by (022) 913 6000

ALGEMEEN:

13. '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.
14. Die Munisipaliteit is 'n gelyke geleentheid werkgewer en eerbiedig die bepalings van die Wet op Gelyke Indiensneming.
15. Die Munisipaliteit behou die reg voor om nie 'n aanstelling te maak nie.
16. Alle aanstellings is onderwerpe aan Polisie klaring wat noodwendig beteken dat applikante toestemming verleen dat dit verkry mag word.
17. Aansoeke wat na die sluitingsdatum ontvang word of nie van die dokumentasie hieronder vergesel word nie, sal nie oorweeg word nie.
18. 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.
19. 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.
20. 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.
21. Aanstelling in sekere poste is onderhewig aan 'n sekerheidsklaring, en daar sal ook van aansoekers verwag word om 'n onderhoud- en evalueringproses te deurloop, en waar van toepassing, 'n vakttoets af te lê.
22. 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.
23. Slegs aansoeke binne die Bergrivier area (WC013) sal oorweeg word.
24. 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 kontakbare verwysings (lynbestuurders, ondergeskiktes of eweknieë), vergesel van die voltooië 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**) kan by enige van die **onderskeie Munisipale Kantore (Aurora, Eendekuil, Redelinghuys, Piketberg, Porterville & Velddrif)** binne die munisipale gebied ingehandig word of gepos word na **Posbus 60, Piketberg, 7320** of per koerier na **Kerkstraat 13, Piketberg, 7320**, vir die aandag van **Mr. DF Verhoog**, om hom te bereik teen nie later nie as die sluitingsdatum.

U moet kennis neem dat die Munisipaliteit nie verantwoordelikheid aanvaar vir aansoeke wat gepos of per koerier gestuur word en laat of glad nie ontvang word nie. Die onus berus nog steeds op u om te verseker dat u aansoek die munisipaliteit voor die sluitingsdatum bereik.

GEEN FAKSE OF ELEKTRONIESE POS SAL AANVAAR WORD NIE.

SLUITINGSDATUM: WOENSDAG, 25 SEPTEMBER 2024 OM 16:00

**ADV. H LINDE
MUNISIPALE BESTUURDER**

MK 253/2024

**KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320**