



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

CASHIER (PIKETBERG)

DIRECTORATE: FINANCIAL SERVICES

REF: FD43/061/PB

Requirements: Proficiency in at least 2 of the official languages of the Western Cape (Afrikaans/English/isiXhosa - read, write & speak) · Good human relations, interpersonal and communication skills · Ability to give attention to detail · High level of responsibility · Must maintain confidentiality · Must be physically fit and able bodied · Must work overtime when required · Must perform duties in any area of the municipality when required

Qualifications: Grade 12 with Accounting;
Computer Literacy (MS Office)

Experience: Two (2) years' relevant experience

Job Purpose: Performs tasks/activities associated with the receiving of payments for services/products from the public including:
a) Receiving and receipting payments for services/ products from the public,
b) Reconciling total collections against receipts and preparing schedules for verification prior to forwarding cash and cheques for depositing.
c) Filing of receipts

Key Performance Areas: Receives payment against services rendered from the public · Reconciles cash received against receipts issued to · Maintains documentation and records of transactions and procedures · Any other related duty as requested by the supervisor.

This Competency level for this position is a level 2 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	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
<ul style="list-style-type: none"> Written communication Oral communication Attention to detail Influencing Ethics and Professionalism Organisational Awareness Problem solving Planning and organising 	<ul style="list-style-type: none"> Business processes Use of technology Data processing and analysis 	<ul style="list-style-type: none"> Interpersonal relationships Communication Services delivery orientation Client orientation and customer focus 	<ul style="list-style-type: none"> Action orientation Resilience Change readiness Cognitive ability Learning orientation 	<ul style="list-style-type: none"> Direction setting Impact & influence Coaching & mentoring Team orientation

Salary:	R 145 464.00 per annum (T06 of a Category 3 Local Authority)
Date of acceptance:	01 March 2023 or as soon as possible
Enquiries:	Mr M Crous 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 provided to us is true, up to date and correct.
11. **PREFERENCE WILL BE GIVEN TO LOCAL CANDIDATES WITHIN THE BERGRIVIER MUNICIPAL AREA.**
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, 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

MN2 /2023

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

KASSIER (PIKETBERG)

DIREKTORAAT: FINANSIËLE DIENSTE

VERW: KD43/061/PB

Posvereistes: Bevoegdheid in ten minste 2 van die amptelike tale van die Wes-Kaap (Afrikaans/Engels/isiXhosa - lees, skryf en praat) · Goeie menseverhoudinge, interpersoonlike en kommunikasievaardighede · Vermoë om aandag te gee aan detail · Hoë vlak van verantwoordelikheid · Moet vertroulikheid handhaaf · Moet fisies fiks en bekwaam wees · Moet oortyd werk wanneer nodig · Moet pligte in enige area van die munisipaliteit uitvoer wanneer nodig.

Kwalifikasies: Graad 12 met Rekeningkunde;
Rekenaarvaardigheid (MS Office)

Ondervinding: Twee (2) jaar relevante ondervinding

Doel van Pos: Voer take/aktiwiteite uit wat verband hou met die ontvangs van betalings vir dienste/produkte van die publiek, insluitend:

- Ontvangs en ontvangs van betalings vir dienste/produkte van die publiek,
- Rekonsilering van totale invorderings teen kwitansies en die voorbereiding van skedules vir verifikasie voor die aanstuur van kontant en tjeks vir inbetaling.
- Liassering van kwitansies

Sleutel prestasie areas: Ontvang betaling teen dienste gelewer vanaf die publiek · Rekonsilieer kontant ontvang teen kwitansies uitgereik aan · Behou dokumentasie en rekords van transaksies en prosedures · Enige ander verwante plig soos versoek deur die toesighouer.

Die bevoegdheidsvlak vir hierdie pos is 'n vlak 2 soos bepaal in Bylae A van die Munisipale Persooneelregulasies Staatskennisgewing R890 soos afgekondig in Staatskoerant 45181 gedateer 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"> • Skriftelike Kommunikasie • Mondelinge Kommunikasie • Aandag aan besonderhede • Invloed • Etiek en Professionalisme • Organisasoriese Bewustheid • Probleemoplossing • Beplanning en Organisering 	<ul style="list-style-type: none"> • Sakeprosesse • Gebruik van Tegnologie • Data Verwerking & Ontleding 	<ul style="list-style-type: none"> • Interpersoonlike Verhoudings • Kommunikasie • Diensteleweringsoriëntering • Kliënt-oriëntasie en klantefokus 	<ul style="list-style-type: none"> • Aksie-oriëntering • Volharding • Gereedheid vir verandering • Kognitiewe vermoë • Leeroriëntering 	<ul style="list-style-type: none"> • Impak en Invloed • Spanoriëntering • Rigtingbepaling • Afrigting en Mentorskap

Salaris:	R 145 464.00 per jaar (T06 van 'n Kategorie 3 Plaaslike Owerheid)
Diensaanvaarding:	01 Maart 2023 of so spoedig moontlik
Navrae:	Mnr. M Crous 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, 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. Gunswening by enige raadslid en/of enige lid van die aanstellingskomitee en/of enige personeelid 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 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 onlangse inligting.
11. **VOORKEUR SAL VERLEEN WORD AAN PLAASLIKE KANDIDATE BINNE BERGRIVIER MUNISIPALE AREA.**
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 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 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

MK2 /2023

KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320