



BERGRIVIER MUNISIPALITEIT

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

CHIEF CLERK: RATES (VELDDRIF)
DIRECTORATE: FINANCIAL SERVICES
REF: FD54/061/VD

Qualifications: Grade 12 with Accounting as subject;
Computer Literacy: MS Office and;
Code B driver's licence

Experience: Two (2) – Five (5) years' relevant experience

Requirements: Proficiency in at least two (2) of the official languages of the Western Cape (Afrikaans/English/isiXhosa - Speak, Read, Write) · Good human relations, interpersonal and communication skills · Ability to give attention to detail · High level of responsibility · Must maintain confidentiality · Must work overtime when required · Must be physically fit.

Job purpose: Process rates clearances and valuations certificates · Transfer deed registrations to new owner's · Liaise with deed transport attorneys · Perform general tasks such as telephonic enquiries and attend to written correspondence · Ensuring compliance to relevant legislation and by-laws, resolutions and policies to ensure rates accounts are processed · Issue and update journals · Handle enquiries related to rates clearance certificates.

Key Performance Areas: Processing of Rates Clearance Certificates · Transfer Dees · Issuing of journals · Refund credit on debtor accounts · Responsible to part take in the Municipality's Performance Management and Development Systems

The Competency Framework for this position is an Administrative Competency 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 & professionalism Organizational awareness Problem solving Planning & organizing 	<ul style="list-style-type: none"> Business processes Use of technology Data processing & analysis 	<ul style="list-style-type: none"> Interpersonal relationships Communication Service delivery orientation Client orientation & customer focus 	<ul style="list-style-type: none"> Action orientation Resilience Change readiness Cognitive ability Learning orientation 	<ul style="list-style-type: none"> Impact & influence Team orientation Direction setting Coaching & mentoring

Salary:	R 218 136.00 per annum (T08 of a Category 3 Local Authority)
Date of acceptance:	01 February 2025 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 subject to Police clearings; which means that by applying for a position at the Municipality, you give us permission to obtain Police clearance.
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 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 interest and a performance contract (where applicable) with the employer.

A covering letter with at least two (2) contactable references (managers, subordinates or peers), 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 **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: FRIDAY, 22 NOVEMBER 2024 AT 15:00

**ADV H LINDE
MUNICIPAL MANAGER**

MN 296/2024

**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.

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

HOOFKLERK: BELASTING (VELDDRIF)

DIREKTORAAT: FINANSIËLE DIENSTE

VERW: FD54/061/VD

Kwalifikasie: Graad 12 met Rekeningkunde as vak;
Rekenaargeletterdheid: MS Office;
Kode B-bestuurslisensie

Ondervinding: Twee (2) – Vyf (5) jaar ondervinding

Posvereistes: Bevoegdheid in ten minste twee (2) van die amptelike tale van die Wes-Kaap (Afrikaans/Engels/isiXhosa - Praat, Lees, Skryf) · Goeie toesighoudende, menseverhoudings, interpersoonlike en kommunikasievaardighede · Vermoë om aandag te gee tot detail · Hoë vlak van verantwoordelikheid · Moet oortyd werk indien nodig · Moet vertroulikheid handhaaf · Moet fisies fiks en gesond wees.

Posdoel: Proses tariewe klarings en waardasiesertifikate · Dra akterregistrasies oor na nuwe eienaars · Skakel met aktevervoerprokureurs · Voer algemene take uit soos telefoniese navrae en behartig skriftelike korrespondensie · Verseker voldoening aan relevante wetgewing en verordeninge, besluite en beleide om tariewerekeninge te verseker word verwerk · Reik joernale uit en werk dit by · Hanteer navrae wat verband hou met belastingklaringsertifikate.

Sleutelprestasie-areas: Verwerking van Belastinguitklaringsertifikate · Oordragaktes · Uitreiking van joernale · Krediet terugbetaling op debiteurerekening · Verantwoordelik om deel te neem aan die Munisipaliteit se prestasiebestuur- en ontwikkelingsstelsels

Die Bevoegdheidsraamwerk vir hierdie pos is 'n Administratiewe Bevoegdheidsvlak 2 soos uiteengesit 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 bevoegdheede:

Kern Professionele Bevoegdheede	Funksionele Bevoegdheede	Bevoegdheede t.o.v Openbare Diensoriëntering	Persoonlike Bevoegdheede	Bestuur / Leierskap Bevoegdheede
<ul style="list-style-type: none"> Geskrewe kommunikasie Mondelinge kommunikasie Aandag aan besonderhede Beïnvloeding Etiek & professionaliteit Organisatoriese bewustheid Probleem oplossing Beplanning & organisering 	<ul style="list-style-type: none"> Sakeprosesse Gebruik van tegnologie Dataverwerking & analise 	<ul style="list-style-type: none"> Interpersoonlike verhoudings Kommunikasie Diensleweringsooriëntering Kliënt-oriëntasie en kliëntfokus 	<ul style="list-style-type: none"> Aksie oriëntering Volharding Verander gereedheid Kognitiewe vermoë Leeroriëntasie 	<ul style="list-style-type: none"> Impak en invloed Spanoriëntering Rigtingbepaling Afrigting en mentorskap

Salaris:	R218 136.00 per jaar (T08 van 'n Kategorie 3 Plaaslike Owerheid)
Diensaanvaarding:	01 Februarie 2024 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, betaalbaar 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 bepalinge 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 Polisie verklaring 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. 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.
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 vaktets af te lê.
10. Die munisipaliteit eerbiedig die bepalinge 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.
11. Slegs aansoeke vanuit Bergrivier Munisipale area (WC013) sal oorweeg word.
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 (2) 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**) 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: VRYDAG, 22 NOVEMBER 2024 OM 15:00

**ADV. H LINDE
MUNISIPALE BESTURDER**

MK 296/2024

**KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320**