



## 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 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.

### DIRECTORATE: CORPORATE SERVICES (Piketberg, unless stated otherwise)

#### **ADMIN OFFICER: BENEFITS ADMINISTRATION (PIKETBERG)**

**Requirements:** Grade 12 · Valid Code B Driver's Licence · Computer literacy in office applications · Proficiency in at least two of the official languages of the Western Cape (Afrikaans, English/Xhosa - Read, Write and Speak) · Good supervision, human relations, interpersonal and communication skills · Accuracy and ability to give attention to detail · High degree of confidentiality and responsibility · Ability to work under pressure · Good telephone etiquette · The coordinative and reporting dimensions associated with the post necessitate understanding of the application of human resources procedures, rules and regulations · Good sight, hearing and speech ability · Must be physically fit and healthy · Ability to perform manual operations and duties on foot · Three (3) years relevant experience of the key performance areas.

**Key Performance Areas:** Performs and co-ordinates specific administrative/sequences associated with the human resources functionality and attends to general applications and interventions · Co-ordinates administrative requirements associated with the Human Resources functionality · Collates and prepares qualitative and quantitative information for inclusion into specific statutory reports · Processes employee leave data/information manually and/or electronically and completes forms, schedules and documents · Control and provide leave related statistics as required · Deals with all leave related queries · Performs activities related to the reconciliation of leave taken · Provides assistance with regard to employee benefit administration · Performs specific activities associated with providing departmental support (human resources) · Performs any other related duty requested by the Supervisor.

**Salary:** R 193 260.00 annually (T09 of a Category 3 Local Authority)

**Date of acceptance:** 01 December 2019 or as soon as possible

**Enquiries:** Mrs W Terry Thomas 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.

A covering letter with three contactable references, must accompany the completed prescribed application form (available on request at Tel. 022 9136000 or on the municipality's website [www.bergmun.org.za](http://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 **Mrs. 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, 18 OCTOBER 2019 AT 15:00

ADV H LINDE  
MUNICIPAL MANAGER

MN178/2019

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 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.

### DIREKTORAAT: KORPORATIEWE DIENSTE (Standplaas Piketberg, tensy anders gemeld)

#### ADMIN BEAMPTE: VOORDELE ADMINISTRASIE (PIKETBERG)

**Posvereistes:** Graad 12 · Geldige Kode B Bestuurslisensie · Rekenaargeletterdheid (MS Office Pakket) · Bevoegdheid in ten minste twee van die ampelike tale van die Wes-Kaap (Afrikaans, Engels/Xhosa - Lees, Skryf en Praat) · Goeie toesig, menslike verhoudings, interpersoonlike kommunikasievaardighede · Akkuraatheid en vermoë om aandag te gee aan fynere besonderhede · Hoë mate van vertroulikheid en verantwoordelikheid · Vermoë om onder druk te werk · Goeie telefoonetiket · Verslagdoening wat verband hou met die pos, noodsaak begrip met toepassing van menslike hulpbronne prosedures, reëls en regulasies · Goeie sig, gehoor en spraakvermoë · Moet fisies fiks en gesond wees · Vermoë om bedrywighede en pligte uit te voer · Drie (3) jaar toepaslike ervaring in sleutelprestasiereas.

**Sleutel prestasie areas:** Gee aandag aan spesifieke administratiewe aktiwiteite/aangeleenthede wat verband hou met die Menslike Hulpbronne funksionaliteit en gee aandag aan algemene versoeke en intervensies · Koördineer administratiewe vereistes wat verband hou met die menslike hulpbronne funksionaliteit · Versamel en voorbereiding van kwalitatiewe en kwantitatiewe informasie vir insluiting in spesifieke statutêre verslae · Verwerk werknemers se verlof of inligting met die hand of elektronies en voltooi vorms, skedules en dokumente · Beheer en voorsien verlof verwante statistieke soos vereis · Hanteer alle verlof verwante navrae · Verrig aktiwiteite wat verband hou met die rekonsiliasie van verlof · Verleen bystand met werknemers voordele administrasie · Verrig spesifieke aktiwiteite wat verband hou met die voorsiening van departementele ondersteuning (menslike hulpbronne) · Verrig enige ander verwante pligte soos versoek deur die Toesighouer.

**Salaris:** R 193 260.00 per jaar (T09 van 'n Kategorie 3 Plaaslike Owerheid)

**Diensaanvaarding:** 1 Desember 2019 of so spoedig moontlik

**Navrae:** Mev W Terry Thomas 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, met begrip van '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. 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 posbkleërs 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.

'n Dekbrief met vermelding van ten minste drie kontakbare verwysings, 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](http://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 Mev. W Terry Thomas, om haar te bereik teen nie later nie as die sluitingsdatum. GEEN FAKSE OF ELEKTRONIESE POS SAL AANVAAR WORD NIE.

SLUITINGSDATUM VIR ALLE AANSOEKE: VRYDAG 18 OKTOBER 2019 OM 15:00

ADV. H LINDE  
MUNISIPALE BESTUURDER

MK178/2019

KERKSTRAAT 13  
POSBUS 60  
PIKETBERG  
7320