



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.

VACANCY INTERNAL & EXTERNAL APPLICATIONS WILL BE CONSIDERED

FOREPERSON: FACILITIES MANAGEMENT
(RE-ADVERTISE - VELDDRIF (X1) & PIKETBERG (X1)
DIRECTORATE: COMMUNITY SERVICES

Requirements: Code C1 driving license · Proficiency in at least 2 of the official languages of the Western Cape (Afrikaans/English/isiXhosa - read, write & speak) · High level of responsibility · Ability to give attention to detail · Good supervision, human relations, interpersonal and communication skills · Must be physically fit and able bodied · Required to work in all weather conditions · Required to work outside normal working hours during emergencies and planned overtime · Must perform duties in the whole area of the municipality.

Qualification: Grade 12 with a technical and preferably horticultural background
Computer Literacy (MS Office)

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

Job Purpose: Coordinates and controls activities associated with the provisioning and maintaining of parks and cemeteries including gardens, sport grounds and public amenities through coordinating and controlling operational activities, performing of supervisory and administrative duties related to the functionality supporting the accomplishment of service delivery objectives.

Key Performance Areas: Directs and controls the Key Performance Indicator's and outcomes of personnel within the Section · Implements procedures, systems and controls to regulate specific work sequences associated with the functionality · Co-ordinates and controls the work sequences, programmes and outcomes associated with the maintenance of parks, gardens and open spaces · Co-ordinates and controls the work sequences, programmes and outcomes associated with the maintenance of sports grounds and recreational facilities · Co-ordinates specific administrative and reporting requirements associated with the key performance and result indicators of the functionality · Monitors and supervises utilization, application and maintenance of machinery, equipment, tools and material · Reports to the Supervisor on problems encountered whilst performing the prescribed duties attached to the post to ensure timeous resolutions to problems and continuous service delivery · Perform 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"> Managing Work Planning & Organizing 	<ul style="list-style-type: none"> Facility Specific Skills Workplace Safety 	<ul style="list-style-type: none"> Interpersonal Relations Communication Services Delivery Orientation 	<ul style="list-style-type: none"> Action Orientation Resilience Change Readiness Learning Orientation Problem Solving Accountability & Ethical Conduct 	<ul style="list-style-type: none"> Direction Setting Impact & Influence Coaching & Mentoring Team Orientation

Salary:	R 282 492.00 annually (T11 of a Category 3 Local Authority)
Date of acceptance:	01 September 2022
Enquiries:	Mr D Carolissen at 022 913 6000

GENERAL:

- 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.
- 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.
- The Municipality is not bound to make any appointment
- 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.
- Applications received after the closing date or which have been received without the documentation mentioned below, will not be considered.
- 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.
- 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.
- 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, up to date and correct.
11. Preference will be given to internal and 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 and a Curriculum Vitae (Maximum of 3 pages), to reach the **Municipal offices, Piketberg or mailed to PO 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, 29 JULY 2022 AT 14:30

**ADV H LINDE
MUNICIPAL MANAGER**

MN 96/2022

**13 CHURCH STREET
P O BOX 60
PIKETBERG
7320**