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 awaits applications from competent persons who comply with the minimum job requirements.

DIRECTORATE: TECHNICAL SERVICES

(Piketberg, unless stated otherwise)

HOUSING ADMINISTRATIVE CLERK

Post Requirements: Grade 12 · Valid Code EB Drivers licence · Proficiency in at least two of the official languages of the Western Cape (Read, Write and Speak) · Computer literate (Ms Word, Excel, Outlook and Power Point) · Knowledge of housing policies, procedures and legislation· Good human relations, interpersonal and communication skills· Ability to give attention to detail ·high level of responsibility ·Ability to work under pressure· Ability to deal with conflict situations· 3 years relevant experience in the key performance areas.

Key Performance Areas: To render an efficient and effective administrative support service to the housing administration division, including administrative tasks associated with the Provincial Housing Subsidy Scheme, Applications for the Housing Subsidies, Reconstruction Development Program (RDP) housing projects, the sale and renting of municipal houses and vacant municipal residential plots and informal housing matters.

Salary: R 150 624-00 annually (T08 of a Category 3 Local Authority)

Date of acceptance: 1 February 2018 or as soon as possible

Enquiries: Ms A Lawrence 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.

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) 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 Me AG Louw (Manager: Human Resources)** by no later than the closing date. **NO FAXES OR ELECTRONIC APPLICATIONS WILL BE ACCEPTED**.

CLOSING DATE: 15:30 ON FRIDAY, 15 DECEMBER 2017

ADV H LINDE
MUNICIPAL MANAGER

MN 177/2017

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 op Piketberg en ongeveer een uur vanaf Kaapstad, beskik tans oor die volgende vakature en aansoeke word ingewag van bevoegde persone wat aan die gestelde minimum posvereistes voldoen.

DIREKTORAAT: TEGNIESE DIENSTE
(Standplaas Piketberg, tensy anders gemeld)

BEHUISINGS ADMINISTRATIEWE BEAMPTE (PIKETBERG)

Posvereistes: Graad 12 · Geldige Kode EB Bestuurslisensie· Bevoegdheid in ten minste twee van die amptelike tale van die Wes-Kaap (Praat, Lees en Skryf) · Rekenaar Geletterd (Ms Word, Ms Power Point, Ms Excel, Ms Outlook) · Kennis van behuisingsbeleide, -wetgewing en -prosesse· Goeie organisasievaardighede· Vermoë om onder druk te werk en stresvolle situasies te hanteer· Vermoë om konfliksituasies te hanteer· Goeie interpersoonlike vaardighede· Goeie kommunikasie vermoëns (Praat en skryf van verslae) · 3 jaar toepaslike ervaring in die sleutel prestasie areas.

Sleutel prestasie areas: Om 'n doeltreffende en effektiewe administratiewe ondersteuningsdiens aan behuisingsadministrasie-afdeling te lewer, insluitende administratiewe take wat verband hou met die provinsiale behuisingsubsidieskema, aansoeke vir behuisingsubsidies, HOP-behuisingsprojekte, die verkoop en verhuur van munisipale huise en vakante munisipale residensiële persele en informele behuisingsaangeleenthede.

Salaris:	R 150 624-00 per jaar (T08 van 'n Kategorie 3 Plaaslike Owerheid)
Diensaanvaarding:	1 Februarie 2018 of so spoedig moontlik.
Navrae:	Me A Lawrence 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 inbegrip van '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. Voorkeur sal verleen word aan kandidate wat voldoen aan die Gelyke Indiensnemings doelwitte.
3) Die Munisipaliteit behou die reg voor om nie 'n aanstelling te maak nie.
4) Alle aanstellings is onderwerpe aan Polisie klaring wat noodwendig beteken dat applikante toestemming verleen dat dit verkry mag word wanneer aansoek gedoen word vir `n vakature by die Munisipaliteit.
5) Aansoeke wat na die sluitingsdatum ontvang word of nie van die dokumentasie hieronder vergesel word nie, sal nie oorweeg word nie.
6) Slegs aansoekers op die kortlys sal vir onderhoude 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.
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 posbekleërs 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 sekerheidsklaring, 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),'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 AG Louw (Bestuurder: Menslike Hulpbrondienste)**, om haar te bereik nie later nie as die sluitingsdatum. **Geen fakse of elektroniese pos sal aanvaar word nie.**

SLUITINGSDATUM VIR ALLE AANSOEKE: VRYDAG, 15 DESEMBER 2017 OM 15:30

ADV. H LINDE
MUNISIPALE BESTUURDER

MK177/2017

KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320