



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)

IT ASSISTANT (HELPDESK)

Requirements: Microsoft Certified Solutions Associate (MCSA), A+ Course, N+ Course · Knowledge of computer networks, hardware, software and peripheral devices · Code B Driver's License · Proficiency in at least two of the official languages of the Western Cape (read, write and speak) · Good human relations, interpersonal and communications skills · Ability to give attention to detail · High level of responsibility · Ability to work under pressure · Ability to deal with conflict situations · Must be willing to work overtime/standby · Must perform duties in any area within the jurisdiction of the municipality · Two years relevant experience.

Key Performance Areas: Provide support associated with the implementation, installation and maintenance of hardware/software systems · Provide support associated with application software, peripheral devices, network connectivity, functionality of operating systems and hardware devices · Provide recommendations pertaining to information systems, hardware and software · Perform specific operational activities associated with the function · Maintain personal computers for the Municipality · Administer an IT Helpdesk and monitor systems · Administer Council's telephone system to ensure effective communication to promote service delivery · Maintain and do installation on computer networks to ensure effective operation and installation of computer networks · Train all users in the municipality to ensure users are able to use systems and computers effectively · Provide regular status reports on the ICT support function and its resources to ensure sound performance and governance or any other related duty as requested by the supervisor.

Salary: R204 312.00 annually (T10 of a Category 3 Local Authority)

Date of acceptance: 01 February 2019 or as soon as possible

Enquiries: Mr S Lesch 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 applicants will be subjected to police clearance with the consent of the applicant.
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. 022 913 6000 or on the municipality's website www.bergmun.org.za) with certified copies of the necessary qualification certificates ID document, driver's license and a Curriculum Vitae (Maximum of 3 pages), (only one 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: Provision and Administration)** by no later than the closing date. **NO FAXES OR ELECTRONIC APPLICATIONS WILL BE ACCEPTED.**

CLOSING DATE: THURSDAY, 03 JANUARY 2019 at 16H30

**ADV H LINDE
MUNICIPAL MANAGER**

MN203/2018

**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.

DIREKORAAT: KORPORATIEWE DIENSTE
(Standplaas Piketberg, tensy anders gemeld)

IT ASSISTENT (HELPDESK)

Posvereistes: Microsoft Certified Solutions Associate (MCSA), A+ kursus, N+ kursus · Kennis van rekenaar netwerke, hardware, sagteware en perifere toestelle · Kode B bestuurderslisensie · Vaardig in ten minste twee van die amptelike tale van die Wes-Kaap (lees, skryf en praat) · Goeie menslike verhoudings, interpersoonlike en kommunikasie vaardighede · Vermoë om aandag te gee aan besonderhede · Hoë vlak van verantwoordelikheid · Vermoë om onder druk te werk · Vermoë om konflik situasies te hanteer · Moet bereid wees om oortyd/bystand te werk · Moet pligte uitvoer in enige area binne die jurisdiksie van die munisipaliteit · Twee jaar relevante ondervinding.

Sleutel prestasie areas: Verskaf ondersteuning wat verband hou met die implementering, installering en onderhoud van hardware/sagteware stelsels · Bied ondersteuning wat verband hou met toepassingsagteware, perifere toestelle, netwerk koppeling en hardware en sagteware toestelle · Voorsien aanbevelings rakende inligtingstelsels, hardware/sagteware · Verrig spesifieke operasionele aktiwiteite wat verband hou met die funksie · Installering van persoonlike rekenaars van die Munisipaliteit · Administreer 'n IT "Helpdesk" en monitor stelsels · Administreer Raad se telefoonstelsel om effektiewe kommunikasie te verseker wat dienslewering bevorder · Handhaaf en doen installasies van rekenaarnetwerke om doeltreffende rekenaarnetwerke te verseker · Lei alle gebruikers op in die Munisipaliteit om te verseker dat gebruikers in staat is om stelsels en rekenaars so effektief moontlik gebruik · Bied gereelde status verslae/ op die IKT ondersteuningsfunksie en omvattende hulpbronne om gesonde prestasie en bestuur te verseker asook die uitvoer van enige verwante plig soos versoek deur die toesighouer.

Salaris: R204 312.00 per jaar (T10 van 'n Kategorie 3 Plaaslike Owerheid)

Diensaanvaarding: 1 Februarie 2019 of so spoedig moontlik

Navrae: Mnr S Lesch by (022) 913 6000

ALGEMEEN:

10. '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.
11. Die Munisipaliteit is 'n gelyke geleentheid werkgewer en eerbiedig die bepalings van die Wet op Gelyke Indiensneming.
12. Die Munisipaliteit behou die reg voor om nie 'n aanstelling te maak nie.
13. Alle aanstellings is onderwerpe aan Polisie klaring wat noodwendig beteken dat applikante toestemming verleen dat dit verkry mag word.
14. Aansoeke wat na die sluitingsdatum ontvang word of nie van die dokumentasie hieronder vergesel word nie, sal nie oorweeg word nie.
15. 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 die aansoek onsuksesvol was.
16. 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.
17. 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.
18. 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 vakttoets 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. W Terry Thomas (Menslike Hulpbronbeampte: Voorsiening en Administrasie)**, teen nie later nie as die sluitingsdatum. **Geen fakse of elektroniese pos sal aanvaar word nie.**

SLUITINGSDATUM VIR ALLE AANSOEKE: DONDERDAG, 03 JANUARIE 2019 OM 16H30

**ADV. H LINDE
MUNISIPALE BESTUURDER**

MK203/2018

**KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320**