



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 requirement. (Women and persons with disabilities are encouraged to also apply.)

VACANCY
INTERNAL & EXTERNAL APPLICATIONS WILL BE CONSIDERED

LAW ENFORCEMENT OFFICER (PIKETBERG)
DIRECTORATE: COMMUNITY SERVICES
REF: GD18/371/PB

Requirements: Code B drivers' license advantageous · Proficiency in at least two (2) of the official languages of the Western Cape (Afrikaans/English/Xhosa – Read, Write and Speak) · No criminal record · Good human relations, communications and interpersonal skills · Conflict handling skills · Ability to give attention to detail · High level of responsibility · Must be physically fit and able bodied · Must work overtime/ shifts when required and perform standby duties when required · Must perform duties in other areas of the Municipality when required.

Qualifications: Grade 12 with Law Enforcement Officers' Certificate

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

Job Purpose: Performs activities/ tasks associated with maintaining law, order, safety and security through the application of laid down policing, protection and disaster management procedures and attending to processes aimed at ensuring compliance with legislation, municipal by-laws and regulations in order to ensure any action or situation threatening safety is identified and promptly attended to.

Key Performance Areas: Monitors the municipal area and attends to specific security operations and acts on situations/ behavior deemed to be inappropriate or non-confirming · Enforces municipal by-laws, appropriate legislation (illegal squatting, water restriction control, public nuisances, keeping of animals, informal trading, advertising regulations, etc.) conditional approvals, road traffic and safety regulations · Co-ordinates specific activities associated with controlling traffic flow and public safety · Undertakes specific activities during disasters/ emergency and/ or establishes and communicates potential risk and hazard situations · Completes specific reports, statutory documentation and registers and performs specific tasks · Attends to the application of specific maintenance sequences with respect to equipment and vehicle · Assist with the following activities to enhance service delivery in general · Any other related duty as requested by the supervisor.

The competency level for this position is a level 2 as stipulated 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"> Community and customer focus Problem solving Negotiation and influencing Resilience Communication Ethics and professionalism 	<ul style="list-style-type: none"> Patrol, enforcement and emergency response 	<ul style="list-style-type: none"> Interpersonal Relationships Communication Service delivery orientation Client orientation and customer focus 	<ul style="list-style-type: none"> Action and outcome orientation Resilience Change readiness Cognitive ability Learning orientation 	<ul style="list-style-type: none"> Impact and influence Team orientation Direction setting Coaching and mentoring

Salary:	R 222 948.00 per annum (T09 of a Category 3 Local Authority)
Date of acceptance:	01 June 2023 or as soon as possible
Enquiries:	Mr CA Cornelissen 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 clearance; which means that by applying for a position at the Municipality, you give us permission to obtain a 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, up to date and correct.
11. **PREFERENCE WILL BE GIVEN TO LOCAL CANDIDATES WITHIN THE BERGRIVIER MUNICIPAL AREA (WC013).**
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 (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 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: WEDNESDAY, 29 MARCH 2023 AT 16:00

ADV H LINDE
MUNICIPAL MANAGER

MN 28/2023

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

WETSTOEPASSINGSBEAMPTTE (PIKETBERG)

DIREKTORAAT: GEMEENSKAPSDIENSTE

VERW: GD18/371/PB

Posvereistes: Kode B bestuurslisensie voordelig · Vaardigheid in ten minste twee (2) van die amptelike tale van die Wes-Kaap (Afrikaans/Engels/Xhosa – Lees, Skryf en Praat) · Geen kriminele rekord · Goeie menseverhoudinge, kommunikasie en interpersoonlike vaardighede · Konflikthanteringsvaardighede · Vermoë om aandag aan detail te gee · Hoë vlak van verantwoordelikheid · Moet fisies fiks en bekwaam wees · Moet oortyd/skofte werk wanneer nodig en bystandspilte verrig wanneer nodig · Moet verrig pilte in ander areas van die Munisipaliteit wanneer nodig.

Kwalifikasie: Graad 12 met Wetstoepassers Sertifikaat

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

Posdoel: Voer aktiwiteite/take uit wat verband hou met die handhawing van wet, orde, veiligheid en sekuriteit deur die toepassing van vasgestelde polisiëerings-, beskermings- en rampbestuurprosedures en aandag te gee aan prosesse wat daarop gemik is om nakoming van wetgewing, munisipale verordeninge en regulasies te verseker ten einde enige optrede te verseker of situasie wat veiligheid bedreig, geïdentifiseer word en dadelik aandag geniet.

Sleutel prestasie areas: Moniteer die munisipale gebied en gee aandag aan spesifieke veiligheidsoperasies en tree op oor situasies/gedrag wat as onvanpas of nie-bevestigend geag word · Dwing munisipale verordeninge af, toepaslike wetgewing (onwettige plakkery, waterbeperkingsbeheer, openbare oorlas, aanhou van diere, informele handeldryf) , advertensieregulasies, ens., voorwaardelike goedkeurings, padverkeer- en veiligheidsregulasies · Koördineer spesifieke aktiwiteite wat verband hou met die beheer van verkeersvloei en openbare veiligheid · Onderneem spesifieke aktiwiteite tydens rampe/noodgevallen en/ of stel en kommunikeer potensiële risiko- en gevaarsituasies · Voltooi spesifieke verslae, statutêre dokumentasie en registreer en voer spesifieke take uit · Gee aandag aan die toepassing van spesifieke instandhoudingsvolgorde met betrekking tot toerusting en voertuig · Help met die volgende aktiwiteite om dienslewering in die algemeen te verbeter · Enige ander verwante plig soos deur die toesighouer versoek.

Die bevoegdheidsvlak vir hierdie pos is 'n vlak 2 soos bepaal in Bylae A van die Munisipale Personeelregulasies Staatskennisgewing R890 soos afgekondig in Staatskoerant 45181 gedateer 20 September 2021 en bestaan uit die volgende bevoegdhede:

Kern Professionele Bevoegdhede	Funksionele Bevoegdhede	Bevoeghede t.o.v Openbare Diensoriëntering	Persoonlike Bevoegdhede	Bestuur / Leierskap Bevoeghede
<ul style="list-style-type: none"> Gemeenskap- en klantefokus Probleemoplossing Onderhandeling en Invloed Volharding Kommunikasie Etiek en professionalisme 	<ul style="list-style-type: none"> Patrolle, handhawing en noodreaksie 	<ul style="list-style-type: none"> Interpersoonlike Verhoudings Diensteleweringsoriëntering Kommunikasie Klienteoriëntasie en klantefokus 	<ul style="list-style-type: none"> Aksie en uitkoms-oriëntering Volharding Gereedheid vir verandering Kognitiewe vermoë Leer-oriëntering 	<ul style="list-style-type: none"> Impak & Invloed Spanoriëntering Rigtingbepaling Afrigting & Mentorskap

Salaris:	R 222 948.00 per jaar (T09 van 'n Kategorie 3 Plaaslike Owerheid)
Diensaanvaarding:	01 Junie 2023 of so gou moontlik
Navrae:	Mnr CA Cornelissen by 022 913 6000

ALGEMEEN:

1. 'n Diensbonus gelykstaande aan een maand se salaris , 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 bepalings 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 'n polisieverklaring 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 posbekeërs 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.
10. Die munisipaliteit eerbiedig die bepalings 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. **VOORKEUR SAL VERLEEN WORD AAN PLAASLIKE KANDIDATE BINNE BERGRIVIER MUNISIPALE AREA (WC013).**
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 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 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: WOENSDAG, 29 MAART 2023 OM 16:00

ADV. H LINDE
MUNISIPALE BESTUURDER

MK 28/2023

KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320