



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

VACANCY
INTERNAL & EXTERNAL APPLICATION WILL BE CONSIDERED

RE-ADVERTISE:
CHIEF CLERK: RATES (PIKETBERG)
DIRECTORATE: FINANCIAL SERVICES
FD54/061/PB

Requirements: Grade 12 · Code B Driver's License · Computer Literacy (MS Office) · Proficiency in at least two (2) of the official languages of the Western Cape (Afrikaans, English, isiXhosa - Read, Write and Speak) · Financial management skills · Sound knowledge of the Municipal Property Rates Act · Ability to give attention to detail · High level of responsibility · Incumbent must be physically fit · Must work overtime when required · Must perform duties in any of the area of the municipality

Qualifications: Grade 12
 Computer Literacy: MS Office

Experience: 2 – 5 years relevant experience

Job purpose: Process rates clearances and valuation certificates · Transfer deed registrations to new owners · Liaise with deed transport attorneys · Perform general tasks such as telephonic enquiries and attend to written correspondence · Ensuring compliance to relevant legislation and council's by-laws, resolutions and policies to ensure rates accounts are processed · Issue and update journals · Handle enquiries related to rates clearance certificates.

Key Performance Areas: Processing of rates clearance certificates · Enquiries related to rates and tax clearances · Direct deposit allocations · Issue rates clearance certificates · Rebate for pensioners/farmers · Deeds transfer · Transfer of availability fees · Issue and update journals · Refund credit on debtor accounts · Experience in Rates.com and E4 electronic systems can be an added advantage · Any other duties as requested by the supervisor.

The 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"> • Written communication • Oral communication • Attention to detail • Influencing • Ethics and professionalism • Organisational awareness • Problem solving • Planning and organising 	<ul style="list-style-type: none"> • Business Competencies • Use of technology • Data processing & analysis 	<ul style="list-style-type: none"> • Interpersonal competencies • Communication • Service delivery orientation • Client orientation and customer focus 	<ul style="list-style-type: none"> • Action 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:	R198 036.00 annually (T08 of a Category 3 Local Authority)
Date of acceptance:	01 July 2023 or as soon as possible
Enquiries:	Mr. M. Crous 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 by applying for a position, you give us permission to obtain Police clearance 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.
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, correct and up to date.
11. **PREFERENCE WILL ONLY BE GIVEN TO LOCAL CANDIDATES WITHIN THE BERGRIVIER AREA (WC013).**
12. Successful candidates will be expected to sign a contract of employment, disclosure of benefits and interest 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 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: WEDNESDAY, 29 MARCH 2023 AT 16:00

**ADV H LINDE
MUNICIPAL MANAGER**

MN37/2023

**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

HER-ADVERTEER:

HOOF KLERK: BELASTING (PIKETBERG)

VERW: FD54/061/PB

Posvereistes: Kode B Bestuurslisensie · Rekenaargeletterdheid (MS Office) · Bevoegdheid in ten minste twee van die amptelike tale van die Wes-Kaap (Afrikaans, Engels, isiXhosa - Lees, Skryf en Praat) · Deeglike kennis van die Wet op Munisipale Eiendomsbelasting · Finansiële bestuursvaardighede · Hoë vlak van verantwoordelikheid · Vermoë om aandag te gee aan fynere besonderhede · Hoë vlak van verantwoordelikheid · Moet liggaamlik fiks wees · Moet oortyd werk wanneer nodig · Moet pligte in enige area binne die munisipaliteit verrig.

Kwalifikasies: Graad 12 met Rekenigkunde;
Rekenaargeletterdheid: MS Office

Ondervinding: 2 – 5 jaar relevante ondervinding

Doel van Pos: Verwerk tarieweklarings en waardasiesertifikate · Dra akteregistrasies oor aan nuwe eienaars · Skakel met aktevervoerprokureurs · Voer algemene take uit soos telefoniese navrae en behartig skriftelike korrespondensie · Verseker nakoming van relevante wetgewing en raad se verordeninge, besluite en beleide om tariewe te verseker rekeninge word verwerk · Reik joernale uit en werk dit by · Hanteer navrae wat verband hou met belastingklaringsertifikate.

Sleutel prestasie areas: Verwerking van belastinguitklaringsertifikate · Navrae met betrekking tot belastinguitklarings · Allokering van direkte depositos · Uitreiking van belastinguitklaringsertifikate · Korting vir pensionarisse/boere · Akte oordrag · Oordra van beskikbaarheidsfooie · Uitreik en opdatering van joernale · Krediet terugbetaling op debiteurrekening · Ondervinding in Rates.com en E4 elektroniese stelsels kan tot u voordeel tel.

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

Kern Professionele Bevoegdhede	Funksionele Bevoegdhede	Bevoegdhede t.o.v Openbare Diensoriëtering	Persoonlike Bevoegdhede	Bestuur / Leierskap Bevoegdhede
<ul style="list-style-type: none"> • Skriftelike kommunikasie • Mondelinge kommunikasie • Aandag aan besonderhede • Invloed • Etiek en professionalisme • Organisasoriese bewustheid • Probleemoplossing • Beplanning en organisering 	<ul style="list-style-type: none"> • Sake prosesse • Gebruik van tegnologie • Data verwerking en ontleding 	<ul style="list-style-type: none"> • Interpersoonlike verhoudings • Kommunikasie • Diensteleweringsoriëtering • Klient-oriëntasie en klantefokus 	<ul style="list-style-type: none"> • Aksie-oriëtering • Volharding • Gereedheid vir verandering • Kognitiewe vermoë • Leeroriëtering 	<ul style="list-style-type: none"> • Impak en invloed • Spanoriëtering • Rigtingbepaling • Afrigting en mentorskap

Salaris:	R198 036.00 per jaar (T08 van n Kategorie 3 Plaaslike Owerheid)
Diensaanvaarding:	01 Julie 2023 of so gou moontlik
Navrae:	Mr. M. Crous at 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.
3. Die Munisipaliteit behou die reg voor om nie 'n aanstelling te maak nie.
4. Alle aanstellings is onderworpe aan 'n polisie klaring 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 personeelid van die Munisipaliteit, is ontoelaatbaar en sal aansoekers onmiddellik diskwalifiseer.
8. Benewens die minimum posvereistes en standplaas hierin gestel, mag daar van posbekteërs 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 vakoets 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 onlangse inligting.
11. **VOORKEUR SAL SLEGS 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 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, 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

MK37/2023

KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320