



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

DIRECTORATE: CORPORATE SERVICES **(Piketberg, unless stated otherwise)**

1. COMPLIANCE OFFICER (PIKETBERG)

Requirements: Grade 12 · Proficiency in at least two (2) of the official languages of the Western Cape (Speak, Read and Write) · Computer Literate (Ms Office Applications) · Good human relations, interpersonal and communication skills · High level of responsibility · Must maintain confidentiality · Ability to work under pressure · Ability to give attention to detail · Valid Code B Driver's Licence · Two (2) years relevant experience in the key performance areas.

Key Performance Areas:

- a) Administer land use applications and approvals
- b) Assist with land use law enforcement
- c) Administer and control business and liquor licenses applications and approvals
- d) Provide clerical and committee associated support by filing documents and correspondence, assist with the placement and distribution of advertisements and/or notices, schedule meetings for Municipal Planning Tribunal (MPT) and Appeal Authority (AA), compile and distribute MPT and AA agendas and minutes, take and compile minutes of MPT and AA meetings, keep record of decisions taken by Authorized Official(s) (AO), notify applicants and objectors of resolutions taken by MPT, AO and AA, arrange placement of resolutions made by the MPT, AO and AA on Municipal website as well as keep record of income generated and expenditure incurred by the Department Planning and Development.

Licensing

Manages, as designated Licensing Control Officer, the activities associated with the applications, processing and approval of licensing applications (liquor, business, entertainment, etc.) in accordance with laid down procedures to ensure compliance and good governance.

Enforcement of by-Laws

Assist with the enforcement of Municipal Planning and Environmental By-laws as delegated to the incumbent to ensure effective enforcement of municipal by-laws and managing outcomes.

Land use Planning Law Enforcement

Assist with the monitoring of specific activities associated with enforcing land use planning statutory requirements and regulations to ensure that laid down land use planning regulations and legislation are enforced and deviations rectified or appropriately dealt with.

General Clerical/Office Support

Performs tasks/activities associated with the provision of general clerical/office support.

Coordination of Meetings

Co-ordinates MPT and AA meetings in order to ensure requirements are communicated and arranged and confirmed, enabling meetings to commence and proceed without interruptions and/or disruptions

Minutes, Agendas and Notifications

Performs administrative activities for the Municipal Planning Tribunal (MPT), Authorized Official (AO) and Appeal Authority (AA) associated with the preparation of agendas, minutes and notifications and other relevant documents and correspondence for circulation in order to ensure agendas and minutes of meetings are accurately compiled, minutes are reflective of discussions and verified prior to circulation and laid down administrative procedures associated with record keeping.

Records Management

Maintain records associated with the MPT, AO and AA agendas, minutes and notifications and other relevant documents and correspondence

Salary: R 225 408.00 annually (T11 of a Category 3 Local Authority)

Date of Acceptance: 1 September 2018 or as soon as possible.

Enquiries: Mr W Wagener 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 Mr JWA Kotzee (Director: Corporate Services)** by no later than the closing date. **NO FAXES OR ELECTRONIC APPLICATIONS WILL BE ACCEPTED.**

CLOSING DATE: FRIDAY, 27 JULY 2018 AT 15H30

**ADV H LINDE
MUNICIPAL MANAGER**

MN105/2018

**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.

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

1. VOLDOENINGSBEAMPTTE (PIKETBERG)

Posvereistes: Graad 12 · Bevoegdheid in ten minste twee van die amptelike tale van die Wes-Kaap (Skryf, lees en praat) · Hoë vlak van verantwoordelikheid · Vermoë om op fynere besonderhede te let · Rekenaargeletterd (MS Office Pakket) · Goeie menslike verhoudings, interpersoonlike en kommunikasie vaardighede · Vermoë om onder druk te werk · Moet vertroulikheid handhaaf · Geldige Kode B Bestuurderslisensie · Twee (2) jaar toepaslike ervaring in sleutel prestasie areas.

Sleutel prestasie areas: Verskaf klerklike en komitee geassosieerde ondersteuning deur die liassering van dokumente en korrespondensie · Assisteer met die plasing en verspreiding van advertensies en/of kennisgewings · Skeduleer vergaderings vir die Munisipale Beplanning Tribunaal (MBT) en Appèl Owerheid (AO) · Verantwoordelik vir die samestelling en verspreiding van MBT en AO agendas en notules · Verantwoordelik vir die neem van notules tydens MBT en AO vergaderings · Verantwoordelik vir rekordhouding van besluite geneem deur die Gemagtigde Beampte (GB) · Verantwoordelik om aansoekers en beswaarmakers in kennis te stel van besluite geneem deur die MBT, AO en GB en die plaas van sodanige besluite op die Munisipale webtuiste.

Lisensiëring

Bestuur, as aangewese Lisensiëringsbeheerbeampte, die aktiwiteite wat verband hou met die aansoeke, verwerking en goedkeuring van lisensiëringsaansoeke (drank, besigheid, vermaak, ens.) in ooreenstemming met neergelegde prosedures vasgestel om nakoming en goeie bestuur te verseker.

Handhawing van verordeninge

Help met die handhawing van munisipale beplanning en omgewingsverordeninge soos gedelegeer aan die posbkleër om doeltreffende handhawing van munisipale verordeninge en die bestuur van uitkomste te verseker.

Grondgebruikbeplanning Wetstoepassing

Help met die monitering van spesifieke aktiwiteite wat verband hou met die afdwing van grondgebruikbeplanning, statutêre vereistes en regulasies om te verseker dat die bepalings van die Grondgebruikbeplanningsregulasies en - wetgewing nagekom word en afwykings reggestel of toepaslik hanteer word.

Algemene klerklike / kantoorondersteuning

Verrig take / aktiwiteite wat verband hou met die voorsiening van algemene klerklike / kantoorondersteuning.

Koördinerings van vergaderings

Koördineer MPT- en AA-vergaderings om te verseker dat die vereistes gekommunikeer, gereël en bevestig word, sodat vergaderings kan begin en voortgaan sonder onderbrekings en / of ontwrigtings.

Notules, agendas en kennisgewings

Voer administratiewe aktiwiteite vir die Munisipale Beplannings Tribunaal (MPT), Gemagtigde Amptenaar (AO) en Appèl Owerheid (AA) wat verband hou met die voorbereiding van notules, agendas, kennisgewings en ander relevante dokumente en korrespondensie vir sirkulasie ten einde te verseker dat notules van vergaderings akkuraat saamgestel word, dit 'n weerspieëling is van die besprekings, dit geverifieer word voor sirkulering en dat voldoen word aan administratiewe prosedures wat verband hou met rekordhouding.

Rekordhouding

Handhaaf rekords wat verband hou met die MPT-, AO- en AA-agendas, notules en kennisgewings en ander relevante dokumente en korrespondensie

Salaris: R 225 408.00 per jaar (T11 van 'n Kategorie 3 Plaaslike Owerheid)

Diensaanvaarding: 1 September 2018 of so spoedig moontlik.

Navrae: Mnr W Wagener 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 onderworpe aan Polisie klaring wat noodwendig beteken dat applikante toestemming verleen dat dit verkry mag word.
14. Aansoekers 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. 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.
17. Benewens die minimum posvereistes en standplaas hierin gestel, mag daar van posbkleërs 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 Mnr. JWA Kotzee (Direkteur: Korporatiewe Dienste)**, om hom te bereik nie later nie as die sluitingsdatum. **Geen fakse of elektroniese pos sal aanvaar word nie.**

SLUITINGSDATUM VIR ALLE AANSOEKE: VRYDAG, 27 JULIE 2018 om 15h30

MUNISIPALE BESTUURDER

MK105/2018

**POSBUS 60
PIKETBERG
7320**