



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

DIRECTORATE: TECHNICAL SERVICES (Piketberg, unless stated otherwise)

HEAD: CIVIL ENGINEERING SERVICES (VELDDRIF)

Requirements: B-Tech Degree in Civil Engineering or National Diploma in Civil Engineering · Code B driving license · Proficiency in at least 2 of the official languages of the Western Cape (Afrikaans, English or Xhosa) (read, write & speak) · Good management, supervision, human relations, interpersonal and communication skills · Ability to give attention to detail · High level of responsibility · Ability to work under pressure and to deal with conflict situations · Minimum competency levels as required by Municipal Financial Regulations · Ability to plan ahead · Ability to apply problem solutions · Technical experience and knowledge of all civil works including WWTW and WTW · Ability to motivate staff and provide direction · Ability to manage and implement IDP Capital and operational projects · Good communication skills with public and Council · Ability to take informative decisions on site and once the crisis is identified, take control of the situation and manage it · Ability to compile and cost capital projects · Six (6) years relevant experience in the key performance .

Key Performance Areas: Identifies and defines the immediate, short and long term objectives/ plans associated with civil services infrastructure maintenance to ensure that critical performance indicators are identified and specific measures established to enable and guide the department to plan, manage and or prioritize outcomes accordingly · Manage/Controls and supervises the maintenance of civil engineering infrastructure maintenance services and other basic municipal services to keep or maintain the infrastructure in a good condition and to render proper services to the community · Recommends capital and operating estimates and controls expenditure against the approved budget allocations · Monitors the professional, technical and functional operational outcomes associated with departmental civil engineering projects · Manages the administration of the Department to ensure effective functioning of the unit and efficient enhancement of service delivery in general · Manage/Coordinates and controls outcomes associated with utilization, productivity and performance of personnel (including administrative support personnel) within the area of jurisdiction relating to civil engineering services · Represent the Municipality / Department at various relevant meetings and committees to ensure that the Municipality's / Department's interests are represented and that decisions made are implemented appropriately in terms of Council's policies · Oversee the maintenance and safekeeping of machinery and equipment allocated to the Department to ensure that machinery and equipment are ready and available for daily use to render proper services · Ensure consistent compliance with national, provincial and municipal legislation as well as municipals and policies applicable to or affecting the department / service delivery · Manages, co-ordinates and controls key dimensions and requirements associated with occupational health and safety in the Area · Required to work outside normal working hours during emergencies and planned overtime · Must perform duties in any area of the municipality if required · Required to be on standby · Manage and coordinates the key performance areas and result indicators associated with the functional operation, rehabilitation and maintenance of civil services infrastructure within the Velddrif Area. These services include:

Roads and storm water;
Water (Treatment and maintenance);
Sewerage (Treatment and maintenance);
Waste management including refuse removal services and management of transfer stations and landfill sites;
Municipal Buildings;
Regional Office Manager;
Administration Support;
Vehicle Maintenance; and
Building Plans;

Salary: R 388 920.00 annually (T15 of a Category 3 Local Authority) plus Car Allowance (650km at AA Tariff)

Date of acceptance: 01 August 2018 or as soon as possible

Enquiries: Mr J Breunissen 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. 022 913 6000 or on the municipality's website www.bergmun.org.za) with certified copies of the necessary qualification certificates and a Curriculum Vitae (Maximum of 3 pages), to reach the **Municipal offices, Piketberg or mailed to P O Box 60, Piketberg 7320 for the attention of Ms AG Louw (Manager: Human Resources)** by no later than the closing date. **NO FAXES OR ELECTRONIC APPLICATIONS WILL BE ACCEPTED.**

CLOSING DATE: FRIDAY, 25 MAY 2018 AT 15H30

ADV H LINDE
MUNICIPAL MANAGER

MN67/2018

13 CHURCH STREET
P O BOX 60
PIKETBERG
7320



BERGRIVIER MUNISIPALITEIT

Berggrivier 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.

Berggrivier 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: TEGNIESE DIENSTE **(Standplaas Piketberg, tensy anders gemeld)**

HOOF: SIVIELE INGENIEURSDIENSTE (VELDDRIF)

Vereistes: B-Tech Graad in Siviele Ingenieurswese of Nasionale Diploma in Siviele Ingenieurswese · Kode B bestuurslisensie · Vaardigheid in ten minste 2 van die amptelike tale van die Wes-Kaap (lees, skryf en praat) (Afrikaans, Engels en Xhosa) · Goeie bestuur, toesig, menslike verhoudinge, interpersoonlike en kommunikasievaardighede · vermoë om aandag te gee aan detail · hoë vlak van verantwoordelikheid · Vermoë om onder druk te werk en konfliktsituasies te hanteer · Minimum vaardigheidsvlakke soos vereis deur Munisipale Finansiële Regulasies · Vermoë om vooruit te beplan · Vermoë om probleemoplossings te kan toepas · Tegniese ervaring en kennis van alle siviele werke, insluitend WWTW en WTW · Vermoë om personeel te motiveer en rigting te gee · Vermoë om GOP-kapitaal- en operasionele projekte te bestuur · Goeie kommunikasievaardighede met die publiek en die Raad · Die vermoë om insiggewende besluite op die terrein te neem en sodra die krisis geïdentifiseer is, beheer te neem van die situasie en dit te bestuur · Vermoë om kapitaalprojekte saam te stel en te bereken · Ses (6) jaar relevante ondervinding in die sleutelprestasie.

Sleutel prestasie areas: Identifiseer en definieer die onmiddellike, kort en langtermyn doelwitte / planne wat verband hou met instandhouding van siviele dienste infrastruktuur om te verseker dat kritiese prestasie-aanwysers geïdentifiseer word en spesifieke maatreëls ingestel word om die departement in staat te stel om uitkomst te beplan, bestuur en prioritiseer · Bestuur / Beheer en toesig oor die instandhouding van instandhoudingsdienste vir siviele ingenieursinfrastruktuur en ander basiese munisipale dienste om die infrastruktuur in 'n goeie toestand te hou en om behoorlike dienste aan die gemeenskap te lewer · Beveel kapitaal- en bedryfsberamings aan en beheer uitgawes teen die goedgekeurde begrotingstoewysings · Monitor die professionele, tegniese en funksionele operasionele uitkomst wat verband hou met departementele siviele ingenieursprojekte · Bestuur die afdeling om effektiewe funksionering van die

eenheid te verseker en doeltreffende verbetering van dienslewering in die algemeen · Bestuur / koördineer en beheer uitkomst wat verband hou met die produktiwiteit en prestasie van personeel (insluitend administratiewe ondersteuningspersoneel) binne die regsgebied wat verband hou met siviele ingenieursdienste · Verteenwoordig die Munisipaliteit / Departement voor op verskeie relevante vergaderings en komitees om te verseker dat die Munisipaliteit se belange verteenwoordig word en dat besluite wat geneem word, geïmplementeer word ooreenkomstig die raad se beleid · Toesighouding oor die instandhouding en bewaring van masjinerie en toerusting wat aan die afdeling toegewys is, om te verseker dat masjinerie en toerusting gereed en beskikbaar is vir daaglikse gebruik om behoorlike dienste te lewer · Verseker dat die nasionale, provinsiale en munisipale wetgewing sowel as munisipale beleide wat van toepassing is op die departement of dienslewering geïmplementeer word · Bestuur, koördineer en beheer belangrike dimensies en vereistes verbonde aan beroepsgesondheid en -veiligheid in die gebied · Sal van tyd tot tyd verwag word om oortyd te werk asook tydens noodgevalle en beplande oortyd · Moet pligte verrig in enige gebied van die munisipaliteit indien nodig · Sal benodig word om bystand te verrig · Bestuur en koördineer die sleutelprestasie-areas wat verband hou met die funksionele operasie, rehabilitasie en instandhouding van infrastruktuur vir siviele dienste binne die Veldrif Area. Hierdie dienste sluit in:

- Paaie en stormwater;
- Water (Behandeling en instandhouding);
- Riool (Behandeling en instandhouding);
- Afvalbestuur insluitend vullisverwyderingstelsels en bestuur van oordragstasies en stortingsterreine;
- Munisipale Geboue;
- Streekkantoorbestuurder;
- Admininstrasie ondersteuning;
- Voertuigonderhoud; en
- Bouplanne.

Salaris: R 388 920.00 per jaar (T15 van 'n Kategorie 3 Plaaslike Owerheid) plus Motor Toelae (650km teen AA-tarief)

Diensaanvaarding: 01 Augustus 2018 of so spoedig moontlik

Navrae: Mnr J Breunissen 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 bepalinge 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. 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 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 evalueringproses 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 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, 25 MEI 2018 OM 15:30

ADV. H LINDE
MUNISIPALE BESTUURDER

MK67/2017

KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320