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: OFFICE OF THE MUNICIPAL MANAGER
(Piketberg, unless stated otherwise)

ADMINISTRATION OFFICER: STRATEGIC SERVICES

Requirements: Grade 12 and minimum 2 years administrative qualification · Code EB driver`s license · Proficiency in at least two of the official languages of the Western Cape (speak, read and write) of which Afrikaans is essential · Good human relations, interpersonal and communication skills · High level of responsibility · Ability to work under pressure · Ability to give attention to detail · Ability to write reports · Strong administrative skills · Willing to work in the evenings. · Two (2) years relevant experience in the key performance areas.

Key Performance Areas: To assist the Head Strategic Services with the administration to ensure efficient and pro-active strategic services to the Organisation which include administration relating to integrated development planning, ward committees as well as programme and project management.

Salary: R 190 944.00 annually (T10 of a Category 3 Local Authority)

Date of Acceptance: 1 September 2017 or as soon as possible.

Enquiries: Ms A van Sittert 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 **(only one post per application form)** 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, 28 JULY 2017 AT 15:30

ADV H LINDE
MUNICIPAL MANAGER

13 CHURCH STREET
P O BOX 60
PIKETBERG
7320

MN98/2017

BERGRIVIER MUNICIPALITY

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 vakatures en aansoeke word ingewag van bevoegde persone wat aan die gestelde minimum posvereistes voldoen.

DIREKTORAAT: KANTOOR VAN DIE MUNISIPALE BESTUURDER
(Standplaas Piketberg, tensy anders gemeld)

1. ADMINISTRATIEWE BEAMPTE: STRATEGIESE DIENSTE

Posvereistes: · Graad 12 en minimum twee jaar administratiewe kwalifikasie · Kode EB bestuurderslisensie · Vaardigheid in minstens twee (2) van die amptelike tale van die Wes-Kaap (praat, lees en skryf) waarvan Afrikaans noodsaaklik is · Goeie menslike verhoudings, interpersoonlike en kommunikasievaardighede · Hoë vlak van verantwoordelikheid · Vermoë om onder druk te werk · Vermoë om op fynere besonderhede te let · Vermoë om verslae te skryf · Sterk administratiewe vaardighede · Gewillig om saans te werk. · Twee (2) jaar relevante ondervinding in die sleutelprestasie areas.

Sleutel prestasie areas: Om die Hoof Strategiese Dienste by te staan met die administrasie om doeltreffende en pro-aktiewe strategiese dienste aan die Organisasie te verseker wat administrasie insluit met betrekking tot geïntegreerde ontwikkelingsbeplanning, wykskomitees sowel as program- en projekbestuur.

Salaris: R 190 944-00 per jaar (T10 van 'n Kategorie 3 Plaaslike Owerheid)

Diensaanvaarding: 1 September 2017 of so spoedig moontlik

Navrae: Me A van Sittert by (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 onderwerpe aan Polisie klaring wat noodwendig beteken dat applikante toestemming verleen dat dit verkry mag word.
5) Aansoeke wat na die sluitingsdatum ontvang word of nie van die dokumentasie hieronder vergesel word 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 die 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 posbekleërs 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 vaktoets 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, 28 JULIE 2017 OM 15:30

ADV. H LINDE
MUNISIPALE BESTUURDER

MK98/2017

KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320