



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. All suitably qualified candidates 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 vacancy and awaits applications from competent persons who comply with the minimum job requirements.

DIRECTORATE: CORPORATE SERVICES (Piketberg, unless stated otherwise)

1. MANAGER: HUMAN RESOURCE MANAGEMENT (PIKETBERG)

Requirements: B Degree or equivalent in Human Resource Management / Higher Diploma in Human Resource Management · Valid Code B Driver's licence · Proficiency in at least 2 of the official languages (Afrikaans, English and Xhosa) of the Western Cape (read, write & speak) · Good supervision, management, human relations, interpersonal and communication skills · Ability to give attention to detail · High level of responsibility · Ability to deal with conflict situations · Ability to work under pressure · Five (5) years relevant experience of the key performance areas · Compliance with the relevant Minimum Competency levels as prescribed in Government Gazette 29967 dated 15/06/2007 as amended (or attainment of the minimum competencies within a period of 18 months from date of appointment) · Registration with the SABPP or IMPSA as General Practitioner will serve as a recommendation.

Key Performance Areas:

Job Purpose

Plans, leads and directs the Human Resource function of the Municipality through the design, development and alignment of policies, procedures, systems and controls; guiding critical human resource interventions, applications and outcomes and providing strategic advice on the most critical initiatives with respect to Human Resource development aimed at supporting the accomplishment of the Municipality's key performance areas and service delivery objectives.

Operational Forward Planning and Strategy Alignment

Identifies, defines and implements the immediate, short and long term managerial objectives and plans (3 to 5 years) associated with the provision of administrative support to departments.

Human Resource Forward Planning and Strategy Alignment

Initiates, plans, develops and drives long term plans for the human resource functionality in respect of the Department.

Management of Personnel Productivity and Performance

Manages, directs and controls outcomes associated with the utilization, productivity and performance of personnel in the Department.

Management of Employee Relations

Manages and co-ordinates procedures and processes associated with maintaining sound employment relations in the workplace.

Financial Control, Budget and Risk Management

Manages the implementation of financial controls/procedures and provides information to support financial planning.

Control and Supply Management

Manages the formulation of specific contracts and tender documents and controls contractual obligations in respect of the relevant areas of responsibility.

Management of a Regulatory Framework

Initiates the compilation of new corporative/administrative related policies and/or changes to existing policies.

Procedures, Systems and Controls

Implements procedures, systems and controls to regulate specific work and associated sequences associated with the functionality.

Management of Reporting Processes – Information Dissemination

Compiles/disseminates strategic, functional and operational information/decisions on short and long-term objectives and current developments, challenges and constraints related to the department.

Management of Health and Safety

Manages, co-ordinates and controls key dimensions and requirements associated with occupational health and safety within the department.

Management of Projects

Manages, co-ordinates and controls specific processes associated with the implementation, monitoring and communication phases of projects pertaining to the different functionalities.

Management of Recruitment and Selection, Personnel Administration, Employee Assistance, Employment Equity and Employee Productivity and Performance

Manages and controls the key performance indicators and outcomes of personnel of the recruitment and appointment processes.

Management of Employment Relations

Manages and co-ordinates procedures and processes associated with enabling and maintaining sound employment relations.

Management of Training and Development

Manages the planning and execution of training and development programs, plans or guidelines.

Human Resource Administration Management

Manages the scope and procedural administrative requirements and reporting deadlines associated with the function.

Communication

Disseminates information on outcomes, current developments, problems and constraints and/or makes strategic presentations on the departments responsibilities.

Administration

Co-ordinates specific administrative and reporting requirements associated with the key performance areas and performance indicators of the function.

General Support Functions – Committee / Secretarial Functions

Manages and ensures execution of specific sequences associated with the notification, arrangement and provision of support in respect of committee/forum meetings and disciplinary hearings and dispute hearings.

Carry out other instructions as requested by the Director Corporate Services with direct context to the specific post in order to ensure effective service delivery is maintained.

Salary: R 529 356.00 annually plus Car Allowance (650km at AA Tariff) (excluding annual increase from 1/7/2018)
(T17 of a Category 3 Local Authority)

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

Enquiries: Mr JWA Kotzee at (022) 913 6086

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 applicants will be subjected to police clearance with the consent of the applicant.
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: 15:30 ON MONDAY, 09 JULY 2018

**ADV H LINDE
MUNICIPAL MANAGER**

**13 CHURCH STREET
P O BOX 60
PIKETBERG
7320**

MN 85/2018



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. Alle toepaslik gekwalifiseerde kandidate 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. **BESTUURDER: MENSLIKE HULPBRONBESTUUR (PIKETBERG)**

Posvereistes: B Graad of gelykwaardige in Menslike Hulpbronbestuur of Hoër Diploma in Menslike Hulpbronbestuur · Geldige Kode B Bestuurderslisensie · Bevoegdheid in ten minste twee (2) van die amptelike tale (Afrikaans, Engels en Xhosa) van die Wes-Kaap (Lees, Praat en Skryf) · Goeie toesighoudende-, menslike verhoudings, interpersoonlike- en kommunikasievaardighede · Vermoë om op fynere besonderhede te let · Hoë vlak van verantwoordelikheid · Vermoë om onder druk te werk · Vermoë om konfliktsituasies te hanteer · Vyf (5) jaar toepaslike ondervinding in die sleutel prestasie areas · Moet voldoen aan die betrokke minimum vaardigheidsvlakke soos voorgeskryf deur Staatskoerant 29967 gedateer 15 Junie 2007, soos gewysig, (of verkryging van die minimum vaardighede binne 'n tydperk van 18 maande na datum van aanstelling) · Registrasie by die SARPP of IMPSA as Algemene Praktisyn sal as aanbeveling dien.

Sleutel prestasie areas:

Doel van die pos

Beplan en bestuur die Menslike Hulpbron funksie van die Munisipaliteit, deur middel van die ontwerp, ontwikkeling van beleide, stelsels en kontroles; verskaf leiding met die implementering van kritiese menslike hulpbron intervensies, verskaf strategiese advies aan Bestuur met betrekking tot Menslike Hulpbron ontwikkeling gemik op die ondersteuning en implementering van die Munisipaliteit se sleutel prestasie areas en dienslewering doelwitte.

Operasionele Vooruitbeplanning en Strategie-aanpassing

Identifiseer, definieer en implementeer die onmiddellike, kort- en langtermynbestuursdoelwitte en -planne (3 tot 5 jaar) wat verband hou met die voorsiening van administratiewe ondersteuning aan departemente.

Menslike Hulpbronne Vooruitbeplanning en Strategie-aanpassing

Inisieer, beplan, ontwikkel en bestuur langtermynplanne vir die menslike hulpbronnfunksie ten opsigte van die Departement.

Bestuur van Personeelproduktiwiteit en Prestasie

Bestuur en beheer uitkomste wat verband hou met die benutting, produktiwiteit en prestasie van personeel in die Departement.

Bestuur van Werknemersverhoudinge

Bestuur en koördineer prosedures en prosesse wat verband hou met die handhawing van gesonde arbeidsverhoudinge in die werkplek.

Finansiële Beheer, Begroting en Risikobestuur

Bestuur die implementering van finansiële kontrole / prosedures en verskaf inligting om finansiële beplanning te ondersteun.

Beheer en Voorsieningskanaalbestuur

Bestuur die formulering van spesifieke kontrakte en tenderdokumente en kontroleer kontraktuele verpligtinge ten opsigte van die relevante verantwoordelikhede.

Bestuur van 'n Regulerende Raamwerk

Inisieer die samestelling van nuwe korporatiewe / administratiewe verwante beleide en / of veranderinge aan bestaande beleide.

Prosedures, Stelsels en Kontroles

Implementeer prosedures, stelsels en beheermaatreëls om spesifieke werk en verwante stappe te reguleer wat met die funksionaliteit verband hou.

Bestuur van Rapporteringsprosesse - Inligtingsverspreiding

Die samestelling / verspreiding van strategiese, funksionele en operasionele inligting / besluite oor kort- en langtermyn doelstellings en huidige ontwikkelings, uitdagings en beperkings wat verband hou met die departement.

Bestuur van Gesondheid en Veiligheid

Bestuur, koördineer en kontroleer belangrike aspekte wat verband hou met beroepsgesondheid en -veiligheid binne die departement.

Bestuur van Projekte

Bestuur, koördineer en beheer spesifieke prosesse wat verband hou met die implementering-, monitering- en kommunikasiefases van projekte met betrekking tot die verskillende funksies.

Bestuur van Werwing en Keuring, Personeeladministrasie, Werknemersbystand, Gelyke Indiensneming en Werknemerproduktiwiteit en Prestasie

Bestuur en beheer die sleutelprestasie-aanwysers en uitkomste van die werwings- en indiensnemingsprosesse.

Bestuur van Arbeidsverhoudinge in die werksplek

Bestuur en koördineer prosedures en prosesse wat geassosieer word met die instaatstelling en handhawing van gesonde werksverhoudinge.

Bestuur van Opleiding en Ontwikkeling

Bestuur die beplanning en uitvoering van opleidings- en ontwikkelingsprogramme, planne of riglyne.

Menslike Hulbronne Administrasie Bestuur

Bestuur die omvang van administratiewe prosedurele vereistes en spertye wat verband hou met die funksie.

Kommunikasie

Versprei inligting oor uitkomste, huidige ontwikkelings, probleme en beperkings en / of maak strategiese voorleggings oor die departementele verantwoordelikhede.

Administrasie

Koördineer spesifieke administratiewe en verslagdoeningsvereistes wat verband hou met die sleutelprestasie areas en prestasie aanwysers van die funksie.

Algemene Ondersteuningsfunksies - Komitee / Sekretariële Funksies

Bestuur en verseker uitvoering van spesifieke take wat verband hou met die kennisgewing, reëling en voorsiening van ondersteuning ten opsigte van komitee / forum vergaderings en dissiplinêre verhore en griewe vergaderings.

Voer ander instruksies uit soos versoek deur die Direkteur Korporatiewe Dienste met direkte konteks om die spesifieke pos ten einde doeltreffende dienslewering te verseker word gehandhaaf

Salaris:	R 529 356.00 per jaar plus Motortoelaag (650km teen AA Tariewe) (uitgesluit jaarlikse verhoging vanaf 1/7/2018) (T17 van 'n Kategorie 3 Plaaslike Owerheid)
Diensaanvaarding:	01 September 2018 of so spoedig moontlik
Navrae:	Mnr. JWA Kotzee by (022) 913 6086

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 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 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: MAANDAG, 09 JULIE 2018 OM 15:30

**ADV. H LINDE
MUNISIPALE BESTUURDER**

MK85/2018

**KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320**