



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

VACANCY
INTERNAL & EXTERNAL APPLICATIONS WILL BE ACCEPTED

MANAGER: ADMINISTRATION & LEGAL SUPPORT SERVICES (PIKETBERG)
DIRECTORATE: CORPORATE SERVICES

Requirements: Code B Driver's License • Proficiency in at least two (2) of the official languages of the Western Cape (Afrikaans/English/Xhosa - Read, Write and Speak) • Good supervision, management, financial, human relations, interpersonal and communication skills • Ability to give attention to detail • High level of responsibility • Ability to work under pressure • Ability to deal with conflict situations • Good legal, writing and administration skills • Must be physically fit and healthy • Able to perform manual operations and duties • Ability to meet frequent pre-, undetermined and conflicting deadlines and interruptions in the job with resulting decisive action to deal with critical issues, including peak periods • Good sight, hearing and speech ability • Must act in the position of Director Corporate Services when required • Must work overtime and attend meetings after official working hours • Must perform duties in any area of the municipality.

Qualification: LLB Degree or equivalent Law Degree (NQF 7)

Experience: Eight (8) years or more relevant experience of which 2 years must be at Supervisory level

Job Purpose: Manages the key performance areas and result indicators associated with the provision of effective Information and Communication Technology Services, Records and Archives Services, Committee and Secretarial Services, Client Services, Legal Support Services and general administrative support by amending, adjusting and reviewing policies and procedures against departmental, statutory and audit guidelines.

Key Performance Areas:

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 • Initiates, plans, develops and drives long term plans for the human resource functionality in respect of the Department • Manages, directs and controls outcomes associated with the utilization, productivity and performance of personnel in the Department • Manages and co-ordinates procedures and processes associated with maintaining employment relations and workplace peace • Manages the implementation of financial controls/procedures and provides information to support financial planning sequences • Manages the formulation of specific contracts and tender documents and controls contractual obligations in respect of the relevant areas of responsibility • Initiates the compilation of new corporative/administrative related policies and/or changes to existing policies • Implements procedures, systems and controls to regulate specific work and associated sequences associated with the functionality • Compiling/disseminating strategic, functional and operational information/decisions on short and long term objectives and current developments, problems and constraints • Manages, co-ordinates and controls key dimensions and requirements associated with occupational health and safety within the department • Manages, co-ordinates and controls specific processes associated with the implementation, monitoring and communication phases of projects pertaining to the different functionalities • Leads, directs, oversees and manages the provisioning of Information and Communication Technology rendered by the dedicated division by ensuring proper end user support and analyses, diagnoses and resolving information and technology related problems • Manages the implementation of procedures and systems associated with controlling document flow and quality systems/ statutory and audit requirements regulating recordkeeping • Interacts internally and externally on specific issues associated with the functionality • Manages, co-ordinates and control key dimensions and requirements associated with the committee and secretarial services • Manages the execution of key performance areas and provides input into specific communication/client services initiatives • Manages, co-ordinate and control the key performance and results indicators associated with Legal support services • Disseminates information on outcomes, current developments, problems and constraints and/or makes strategic presentations on the departments responsibilities • Co-ordinates specific administrative and reporting requirements associated with the key performance and result indicators of the functionality • 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.

The competency level for this position is a level 4 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.

Table with 5 columns: Core Professional Competencies, Functional Competencies, Public Service Orientation Competencies, Personal Competencies, Management / Leadership Competencies. Each column contains a list of specific skills and competencies.

Salary:	R 663 384.00 per annum (T17 of a Category 3 Local Authority) plus car allowance
Date of acceptance:	01 September 2022
Enquiries:	Mr J.W.A Kotzee 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 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.
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, up to date and correct.
11. Preferences will be given to internal and local candidates within the Bergvriër Municipal area.
12. Successful candidates will be expected to sign a contract of employment, disclosure of benefits and interests 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. 022 913 6000 or on the municipality's website www.bergmun.org.za) with certified copies of the necessary qualification, certificates, ID document, driver's license and a Curriculum Vitae (Maximum of three (3) pages), (only one per application form), to reach the **Municipal offices, Piketberg or mailed to P.O. Box 60, Piketberg 7320 for the attention of Ms W Terry Thomas (Human Resources Officer: Provision and Administration)** by no later than the closing date.

NO FAXES OR ELECTRONIC APPLICATIONS WILL BE ACCEPTED.

CLOSING DATE: FRIDAY, 15 JULY 2022 AT 15:00

**ADV H LINDE
MUNICIPAL MANAGER**

MN 85/2022

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