



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 vacancy and awaits applications from competent persons who comply with the minimum job requirements. (Women and persons with disabilities are encouraged to also apply.)

VACANCY
INTERNAL & EXTERNAL APPLICATIONS WILL BE CONSIDERED

ADMIN CLERK: CIVIL (PIKETBERG)
DIRECTORATE: TECHNICAL SERVICES
REF: TD26/551/PB

Qualifications: Grade 12;
Computer Literacy: MS Office

Experience: Two (2) years' relevant experience

Requirements: Proficiency in at least two (2) of the official languages of the Western Cape (Afrikaans / English / Xhosa- Read, Write and Speak) · Good human relations, interpersonal and communication skills · Must be willing to work outside normal working hours when required and meet deadlines · Must perform relief duties within the Department on request · Provides routine clerical support and follow standard procedures · Operates under direct supervision · Must be physical fit and healthy and able to perform manual operations and duties on foot – sits behind a reception desk, walks, stands and interacts with others, attend queries at the counter · Good sight, speech and hearing ability.

Job Purpose: Performs administrative tasks associated with the processing and updating of information associated with roads and storm-water maintenance activities, generating transactional / instructional based documentation and reports and attending to and / or forwarding functional related queries / complaints to specific departments for attention and resolution · Updating of information associated with Technical Services, generating registers, receiving and transferring complaints / enquiries and providing general office support in the specific functional areas within the Directorate Technical Services.

Key Performance Areas: Processes and updates information related to activities associated with Civil Services maintenance · Provide administrative support to upkeep the burial register of the Burial Register · Performs tasks associated with the provision of general office support and a reception / telephonist service · Any other related duty as request by the Head Civil Services.

The competency level for this position is a level 1 as stipulated in Annexure A of the Municipal Staff Regulations, Government Notice R890, as promulgated in Government Gazette 45181, dated 21 September 2021 and comprises of the following competencies:

Core Professional Competencies	Functional Competencies	Public Competencies	Personal Competencies	Management / Leadership Competencies
<ul style="list-style-type: none"> • Written Communication • Oral Communication • Attention to detail • Influencing • Ethics and Professionalism • Organisational Awareness • Problem solving • Planning and Organising 	<ul style="list-style-type: none"> • Business Processes • Use of Technology • Data processing & Analysis 	<ul style="list-style-type: none"> • Interpersonal Relationship • Communication • Service Delivery • Orientation • Client Orientation and customer Focus 	<ul style="list-style-type: none"> • Action Orientation • Resilience • Change Readiness • Cognitive ability • Learning Orientation 	<ul style="list-style-type: none"> • Impact and Influence • Team Orientation • Direct Setting • Coaching and Mentoring

Salary:	R 208 740.00 per annum (T08 of a Category 3 Local Authority)
Date of acceptance:	01 December 2023 or as soon as possible
Enquiries:	Mr J Strumphier 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 subject to Police clearings; which means that by applying for a position at the Municipality, you give us permission to obtain a Police clearance.
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, correct and up to date.
11. Preference will only be given to local candidates within the Bergrivier area (WC013).
12. Successful candidates will expected to sign a contract of employment, disclosure of benefits and interest 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 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 D Verhoog (Human Resources Officer: Provisioning and Administration)** by no later than the closing date.

NO FAXES OR ELECTRONIC APPLICATIONS WILL BE ACCEPTED.

CLOSING DATE: FRIDAY, 29 SEPTEMBER 2023 AT 15:00

**ADV H LINDE
MUNICIPAL MANAGER**

MN162/2023

**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.

Bergrivier Munisipaliteit, met sy hoofkantoor te Piketberg en ongeveer 1 uur vanaf Kaapstad, beskik tans oor die volgende vakatuur en aansoeke word ingewag van bevoegde persone wat aan die gestelde minimum posvereistes voldoen. (Vroue en persone met gestremdhede word aangemoedig om ook aansoek te doen.)

VAKATURE INTERNE & EKSTERNE AANSOEKE SAL OORWEEG WORD

ADMIN KLERK: SIVIEL (PIKETBERG)
DIREKTORAAT: TEGNIESE DIENSTE
VERW: TD26/551/PB

Kwalifikasie: Graad 12;
Rekenaarvaardigheid (MS Office)

Ondervinding: Twee (2) jaar ondervinding

Posvereistes: Vaardigheid in ten minste twee (2) van die amptelike tale van die Wes-Kaap (Afrikaans / Engels / Xhosa- Lees, Skryf en Praat) · Goeie menseverhoudinge, interpersoonlike en kommunikasievaardighede · Moet bereid wees om buite normale werksure te werk wanneer dit vereis word en spertye nakom · Moet op versoek aflospligte binne die Departement verrig · Verskaf roetine klerklike ondersteuning en volg standaardprosedures · Werk onder direkte toesig · Moet fisies fiks en gesond wees en in staat wees om handbewerkings en pligte te voet uit te voer – sit agter 'n ontvangstoonbank, stap, staan en interaksie met ander, woon navrae by die toonbank by · Goeie sig-, spraak- en gehoorvermoë.

Posdoel: Voer administratiewe take uit wat verband hou met die proses en opdatering van inligting geassosieer met paaie en stormwater-instandhoudingsaktiwiteite, genereer transaksionele / instruksiegebaseerde dokumentasie en verslae en die aandag en / of deursteur van funksionele verwante navrae / klagtes aan spesifieke departemente vir aandag en oplossing · Opdatering van inligting geassosieer met Tegniese Dienste, generering van registers, ontvangs en oordrag van klagtes / navrae en verskaffing van algemene kantoorondersteuning in die spesifieke funksionele areas binne die Direkoraat Tegniese Dienste.

Sleutelprestasiereas: Prosesseer en opdateer inligting wat verband hou met aktiwiteite wat verband hou met die instandhouding van Siviele Dienste · Verskaf administratiewe ondersteuning om die begrafnisregister van die Begrafnisregister by te hou · Voer take uit wat verband hou met die verskaffing van algemene kantoorondersteuning en 'n ontvangs-/ telefonistediens · Enige ander verwante pligte soos versoek deur die Hoof Siviele Dienste.

Die bevoegdheidsvlak vir hierdie pos is 'n vlak 1 soos bepaal in Bylae A van die Munisipale Personeel Regulasies Staatskenningsgewing R890 soos afgekondig in die Staatskoerant 45181 soos gedateer op 21 September 2021 en bestaan uit die volgende bevoegdhede:

Kern Professionele Bevoegdhede	Funksionele Bevoegdhede	Staatsdiens Oriëntasie Bevoegdhede	Persoonlike Bevoegdede	Bestuur/Leierskap Bevoegheid
<ul style="list-style-type: none">• Skriftelike kommunikasie• Mondelinge kommunikasie• Aandag aan besonderhede• Invloed• Etiek en professionalisme• Organisasoriese bewusheid• Probleemoplossing• Beplanning en organisering	<ul style="list-style-type: none">• Besigheidsprosesse• Gebruik van tegnologie• Dataverwerking en -ontleding	<ul style="list-style-type: none">• Interpersoonlike verhoudings• Kommunikasie• Dienslewering-oriëntering• Kliëntoriëntering en klantefokus	<ul style="list-style-type: none">• Aksie oriëntering• Volharding• Gereedheid vir verandering• Kognitiewe vermoë• Leeroriëntering	<ul style="list-style-type: none">• Impak en invloed• Spanoriëntering• Direkte instelling• Afrigting en mentorskap

Salaris:	R 208 740.00 per jaar (T08 van 'n Kategorie 3 Plaaslike Owerheid)
Datum van aanvaarding:	01 Desember 2023 of so gou as moontlik
Navrae:	Mnr J Strumpher 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, insluitend '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 onderworpe aan 'n polisieverklaring wat noodwendig beteken dat applikante toestemming verleen dat dit verkry mag word.
5. Aansoeke wat na die sluitingsdatum ontvang word of nie vergesel van die dokumentasie hieronder genoem 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 hul 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 vakoets af te lê.
10. Die munisipaliteit eerbiedig die bepalings van die Wet op die Beskerming van Persoonlike Inligting. Met die inhandiging van u informasie en aansoek bevestig u dat die inligting wat u aan ons verskaf korrek is en 'n ware weergawe van u mees onlangse inligting.
11. Voorkeur sal slegs verleen word aan plaaslike kandidate binne Bergrivier area (WC013).
12. Daar sal van suksesvolle kandidate verwag word om 'n dienskontrak, openbaarmaking van voordele en belange en 'n prestasiekontrak (waar van toepassing) met die werkgewer te onderteken.

'n Dekbrief met vermelding van ten minste twee (2) kontakbare verwysings (lynbestuurders, ondergeskiktes of eweknieë), vergesel van die voltooië 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 D Verhoog (Menslike Hulpbronbeampte: Voorsiening en Administrasie)**, om hom te bereik teen nie later nie as die sluitingsdatum.

GEEN FAKSE OF ELEKTRONIESE POS SAL AANVAAR WORD NIE.

SLUITINGSDATUM: VRYDAG, 29 SEPTEMBER 2023 OM 15:00

**ADV. H LINDE
MUNISIPALE BESTUURDER**

MK162/2023

**KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320**