BERGRIVIER MUNISIPALITEIT

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 a 90 minutes' 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

BUILDING CONTROL OFFICER (VELDDRIF)
DIRECTORATE: TECHNICAL SERVICES
REF: TD10/032/VD

Qualifications: Standard equivalent to a senior certificate plus a 3-year tertiary education, at an accredited institution, in one of the following building disciplines: Civil Engineering, Structural Engineering, Architecture, Building Management, Building Science, Building Surveying or Quantity Surveying

Experience: Five (5) – Eight (8) years building control industry experience

Requirements: Computer Literacy (MS Office)· Code B driver's licence · Knowledge of Town Planning and Fire Safety Regulations as well as Structural Engineering Concepts to properly assess building plan applications · Knowledge of the OHSA · Good knowledge of the National Building Regulations · Conflict handling skills · Good interpersonal skills · Must work independently · Supervisory skills · Proficiency in at least two (2) of the official languages of the Western Cape (Afrikaans/English/Xhosa - Read, Write and Speak) · Eligible to be registered as a Peace Officer (Law Enforcement Officer) · Required to work outside normal working hours during emergencies and planned overtime · Must be physically fit and able bodied · required to work in all weather conditions · Must perform duties in the whole area of the Municipality when required

Job purpose: Performs and coordinates tasks/activities associated with building control and building inspections in order to ensure that laid down standards and requirements in terms of the National Building Standards and Regulations Act, the Occupational Health and Safety Act, National Heritage Resource Act and other applicable legislation are complied with

Key Performance Areas: Co-ordinates tasks/activities associated with the implementation of procedures and monitor compliance with standards and specifications with regards to new buildings, additions and renovations to existing structures buildings · Checks and verifies that design details and construction specifications detailed on building plans conform with regulations prior to approval · Co-ordinates tasks/activities associated with the implementation of financial procedures and monitors compliance with approved budgets · Conducting Building Inspections with specific reference to Preliminary Building Inspections, Foundation Inspections, Sewerage and Water Layout Inspections, Fire Installation Inspections, Completion Inspections · Legislative Compliance with specific reference to General Compliance, National Heritages Resources Act, Act 25 Of 1999 and Occupational Health And Safety Act, Act 85 Of 1993 · Develops technical know-how and understanding of specific applications, procedures and sequences applicable to building control · Performs specific administrative tasks/activities associated with updating and maintaining records/information of work in progress and completed works · Prepare and submit monthly / ad hoc reports on the performance of the Section or issues of concern · Supervision and Control · Communication with Internal and External Stakeholders · Client Management · Responsible to part take in the Municipality's Performance Management and Development System · Skills Development

The Competency Framework for this position is a Building Inspector Competency Level 3 as stipulated 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:

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
• Organisational Awareness • Problem Solving • Planning and Organising • Information Management	• Building Development Control • Building Inspectorate Customer Centricity • Legal Administration • Negotiation and Influencing • Ethics and Professionalism	• Interpersonal Relationships • Communication • Service Delivery Orientation	• Action and Outcome Orientation • Resilience • Change Readiness • Learning Orientation • Accountability and Ethical Conduct	• Team Orientation • Direction Setting • Coaching & Mentoring • Impact & Influence

Salary:	R 484 404.00 per annum (T13 of a Category 3 Local Authority) plus Essential Motor Scheme
Date of acceptance:	01 March 2027 or as soon as possible
Enquiries:	Mr L Janse van Rensburg 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 homeowners 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 SAPD clearance; 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 be given to local candidates within the Bergrivier municipal area (WC013).**
12. Successful candidates will be 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 (not older than 6 months) 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 Municipal Offices (Aurora, Eendekuil, Redelinghuys, Piketberg, Porterville & Velddrif) within the municipal area or posted to PO Box 60, Piketberg, 7320 or by courier to 13 Church Street, Piketberg, 7320, for the attention of Mr DF Verhoog, to reach him by no later than the closing date.

You should note that the Municipality does not accept responsibility for applications that are mailed or sent by courier and are received late or not at all. The onus is still on you to ensure that your application reaches the municipality before the closing date.

NO FAXES OR ELECTRONIC APPLICATIONS WILL BE ACCEPTED.

CLOSING DATE: FRIDAY, 18 DECEMBER 2026 AT 15:00

ADV H LINDE
MUNICIPAL MANAGER

MN258/2026

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 90 minute vanaf Kaapstad, beskik tans oor die volgende vakature 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

BOUBEHEERBEAMPTE (VELDDRIF)
DIREKTORAAT: TEGNIESE DIENSTE
VERW: TD10/032/VD

Kwalifikasie: Standaard gelykstaande aan 'n senior sertifikaat plus 'n 3-jaar tersiêre opleiding, aan 'n geakkrediteerde instelling, in een van die volgende boudissiplines: Siviele Ingenieurswese, Strukturele Ingenieurswese, Argitektuur, Boubestuur, Bouwetenskap, Bouopmeting of Bourekenkunde

Ondervinding: Vyf (5) – Agt (8) jaar ondervinding in die boubeheer bedryf

Posvereistes: Rekenaarvaardigheid (MS Office) · Kode B bestuurslisensie · Kennis van Stadsbeplanning en Brandveiligheidsregulasies, sowel as Strukturele Ingenieurskonsepte om bouplan aansoeke behoorlik te kan evalueer · Kennis van OSHA · Goeie kennis van die Nasionale Bouregulasies · Vaardighede in konflikhantering · Goeie interpersoonlike vaardighede · Moet selfstandig kan werk · Toesighoudingsvaardighede · Vaardigheid in ten minste twee (2) van die amptelike tale van Wes-Kaap (Afrikaans/Engels/Xhosa - lees, skryf en praat) · Geskik om as Vredesbeampte (Wetstoepassingsbeampte) geregistreer te word · Vereis om buite normale werksure te werk tydens noodgevalle en beplande oortyd · Moet fisies fiks en gesond wees · Vereis om in alle weersomstandighede te werk · Moet pligte in die hele gebied van die Munisipaliteit uitvoer indien nodig

Posdoel: Voer take/aktiwiteite uit en koördineer dit wat verband hou met boubeheer en bou-inspeksies om te verseker dat die vasgestelde standaarde en vereistes ingevolge die Nasionale Boustandaarde en Regulasieswet, die Wet op Beroepsgesondheid en Veiligheid, die Nasionale Erfenishulpbronwet en ander toepaslike wetgewing nagekom word

Sleutelprestasie-areas: Koördineer take/aktiwiteite wat verband hou met die implementering van prosedures en hou toesig oor nakoming van standaarde en spesifikasies rakende nuwe geboue, byvoegings en opknappings van bestaande strukture geboue · Kontroleer en verifieer dat ontwerpdetaile en konstruksiespesifikasies op gebouplanne ooreenstem met regulasies voordat goedkeuring verleen word · Koördineer take/aktiwiteite wat verband hou met die implementering van finansiële prosedures en monitor nakoming van goedgekeurde begrotings · Voer Gebou-inspeksies uit met spesifieke verwysing na Voorlopige Gebou-inspeksies, Fondasie-inspeksies, Riool- en Wateruitsig-inspeksies, Brandinstallasie-inspeksies, Voltooiingsinspeksies · Wetlike Nakoming met spesifieke verwysing na Algemene Nakoming, Nasionale Erfenishulpbronne Wet, Wet 25 van 1999 en Beroepsgesondheids- en Veiligheidswet, Wet 85 van 1993 · Ontwikkel tegniese kennis en begrip van spesifieke toepassings, prosedures en volgordes wat van toepassing is op boubeheer · Voer spesifieke administratiewe take/aktiwiteite uit wat verband hou met die opdatering en instandhouding van rekords/inligting oor werk in uitvoering en voltooide werk · Berei maandelikse / ad hoc verslae voor en dien dit in oor die prestasie van die Afdeling of bekommernisse · Toesig en Beheer · Kommunikasie met Interne en Eksterne Belanghebbendes · Kliëntbestuur · Verantwoordelik om deel te neem aan die Munisipaliteit se Prestasiebestuur- en Ontwikkelstelsel · Vaardigheidsontwikkeling

Die Bevoegdheidsraamwerk vir hierdie pos is 'n Bou Inspekteur Bevoegdheidsvlak 3 soos uiteengesit in Bylae A van die Munisipale Personeelregulasies Staatskennisgewing R890 soos afgekondig in die Staatskoerant 45181 soos gedateer op 20 September 2021 en bestaan uit die volgende bevoegdhede:

Kern Professionele Bevoegdhede	Funksionele Bevoegdhede	Bevoegdhede t.o.v Openbare Diensoriëntering	Persoonlike Bevoegdhede	Bestuur / Leierskap Bevoegdhede
• Organisatoriese Bewustheid • Probleemoplossing • Beplanning & Organisering • Inligtingsbestuur	• Gebou-ontwikkelingsbeheer • Kliëntgesentreerdheid van Bou-inspekteurs • Regsadministrasie • Onderhandeling en Beïnvloeding • Etiek en Professionaliteit	• Interpersoonlike Verhoudings • Kommunikasie • Diensleweringsoriëntering	• Aksie- en uitkomste-Oriëntering • Volharding • Gereedheid vir Verandering • Leeroriëntering • Verantwoordingsplighteid en Etiese Gedrag	• Spanoriëntering • Rigtingbepaling • Afrigting en Mentorskap • Impak en Invloed

Salaris:	R 484 404.00 per jaar (T13 van 'n Kategorie 3 Plaaslike Owerheid) plus Essensiële Motorskema
Diensaanvaarding:	01 Maart 2027 of so spoedig moontlik
Navrae:	Mnr. L Janse van Rensburg 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 Polisie verklaring 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 sekerheidsverklaring en daar sal ook van aansoekers verwag word om 'n onderhoud- en evalueringsproses te deurloop en waar van toepassing, 'n vaktoets 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 aan plaaslike kandidate binne Bergrivier Munisipale area (WC013) verleen word.**
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 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 (nie ouer as 6 maande) van die nodige kwalifikasie sertifikate, identiteitsdokument en bestuurderslisensie (slegs een pos per aansoekvorm) kan by enige van die onderskeie Munisipale Kantore (Aurora, Eendekuil, Redelinghuys, Piketberg, Porterville & Velddrif) binne die munisipale gebied ingehandig word of gepos word na Posbus 60, Piketberg, 7320 of per koerier na Kerkstraat 13, Piketberg, 7320, vir die aandag van Mr. DF Verhoog, om hom te bereik teen nie later nie as die sluitingsdatum.

U moet kennis neem dat die Munisipaliteit nie verantwoordelikheid aanvaar vir aansoeke wat gepos of per koerier gestuur word en laat of glad nie ontvang word nie. Die onus berus nog steeds op u om te verseker dat u aansoek die munisipaliteit voor die sluitingsdatum bereik.

GEEN FAKSE OF ELEKTRONIESE POS SAL AANVAAR WORD NIE.

SLUITINGSDATUM: VRYDAG, 18 DESEMBER 2026 OM 15:00

ADV. H LINDE
MUNISIPALE BESTUURDER

MK258/2026

KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320