



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 requirement. (Women and persons with disabilities are encouraged to also apply.)

VACANCY
INTERNAL & EXTERNAL APPLICATIONS WILL BE CONSIDERED

BUYER (PIKETBERG)
DIRECTORATE: FINANCIAL SERVICES
REF: FD/60/063/PB

Qualifications: A relevant 3-years tertiary qualification, preferably in SCM/Logistics/Procurement;
Computer literacy: MS office

Experience: Two (2) – Five (5) years' relevant experience required

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 human relations, interpersonal and communications skills · Ability to give attention to detail · High level of responsibility · Analytical skills · Ability to work under pressure · Ability to deal with conflict situations · Must work overtime/ attend meetings after normal hours when required · Good sight, hearing and speech ability · Ability to perform manual operations.

Job Purpose: Co-ordinate and control processes associated with the procuring of products and/or specific services through interaction and communication internally and externally on aspects pertaining to the availability of products and/or alternatives, pricing, quality, lead times and service delivery standards against agreed terms and conditions. Attends to specific administrative information processing and reporting requirements.

Key Performance Areas: Co-ordinate and control the application of procedures in respect of procurement and/or purchasing sequences · Communicating and establishing the capacity and capability of suppliers to meet specific requirements · Interacts with suppliers/vendors and evaluate and determine conformity with Council's Procurement Policy related guidelines · Performs specific administrative tasks/activities associated with the functionality · Any other related duties as requested by the Supervisor.

The competency level for this position is a level 2 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 |
|---|--|--|---|---|
| <ul style="list-style-type: none"> • Oral communication • Written communication • Organisation awareness • Problem solving • Planning and organising | <ul style="list-style-type: none"> • Procurement and tenders • Information management • Task management • Project management • Financial process management | <ul style="list-style-type: none"> • Interpersonal Relationships • Communication • Service delivery orientation | <ul style="list-style-type: none"> • Action and outcome orientation • Resilience • Ethics and accountability | <ul style="list-style-type: none"> • Impact and influence • Team orientation • Direction setting • Coaching and mentoring |

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|----------------------------|--|
| Salary: | R 312 348.00 per annum (T11 of a Category 3 Local Authority) |
| Date of acceptance: | 01 December 2023 or as soon as possible |
| Enquiries: | Mr JJ Coetzee 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 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, up to date and correct.
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 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 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 PO Box 60, Piketberg 7320 for the attention of Mr. DF 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, 13 OCTOBER 2023 AT 15:00

**ADV H LINDE
MUNICIPAL MANAGER**

MN 188/2023

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



BERGRIVIER MUNISIPALITEIT

Bergvriër 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.

Bergvriër 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. (Vroue en persone met gestremdhede word aangemoedig om ook aansoek te doen.)

VAKATURE INTERNE & EKSTERNE AANSOEKE SAL OORWEEG WORD

AANKOPER (PIKETBERG)
DIREKTORAAT: FINANSIËLE DIENSTE
VERW: FD/60/063/PB

Kwalifikasie: 'n Relevante 3-jaar tersiêre kwalifikasie, verkieslik in VKB/Logistiek/Verkryging;
Rekenaargeletterdheid: MS office

Ondervinding: Twee (2) – Vyf (5) jaar relevante ondervinding

Posvereistes: Kode B-bestuurslisensie · 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 · Vermoë om aandag aan detail te gee · Hoë vlak van verantwoordelikheid · Analitiese vaardighede · Vermoë om onder druk te werk · Vermoë om konfliktsituasies te hanteer · Moet oortyd werk/vergaderings na gewone ure bywoon wanneer vereis · Goeie sig, gehoor en spraakvermoë · Vermoë om handbewerkings uit te voer.

Posdoel: Koördineer en beheer prosesse wat geassosieer is met die verkryging van produkte en/of spesifieke dienste deur interaksie en intern en ekstern kommunikasie oor aspekte met betrekking tot die beskikbaarheid van produkte en/of alternatiewe, pryse, kwaliteit, leweringstye en diensleweringstandaarde teen ooreengekome bepalings en voorwaardes en gee aandag aan spesifieke administratiewe inligtingverwerking en verslagdoeningsvereistes.

Sleutel prestasie areas: Koördineer en beheer die toepassing van prosedures ten opsigte van verkryging en/of aankoopvolgordes · Kommunikasie en vestiging van die kapasiteit en vermoë van verskaffers om aan spesifieke vereistes te voldoen · Interaksie met verskaffers/verkopers en evalueer en bepaal ooreenstemming met die Raad se Verkrygingsbeleid-verwante riglyne · Voer spesifieke administratiewe take/aktiwiteite uit wat met die funksionaliteit geassosieer word · Enige ander verwante pligte soos deur die Toesighouer versoek.

Die bevoegdheidsvlak vir hierdie pos is 'n vlak 2 soos bepaal in Bylae A van die Munisipale Personeelregulasies Staatskennisgewing R890 soos afgekondig in Staatskoerant 45181 gedateer 20 September 2021 en bestaan uit die volgende bevoegdhede:

| Kern Professionele Bevoegdhede | Funksionele Bevoegdhede | Bevoeghede t.o.v Openbare Diensoriëntering | Persoonlike Bevoegdhede | Bestuur / Leierskap Bevoeghede |
|--|--|---|--|--|
| <ul style="list-style-type: none">• Mondelinge kommunikasie• Geskrewe kommunikasie• Organisasie bewustheid• Probleemoplossing• Beplanning en organiseering | <ul style="list-style-type: none">• Verkryging en tenders• Inligtingsbestuur• Taakbestuur• Projekbestuur• Finansiële prosesbestuur | <ul style="list-style-type: none">• Interpersoonlike Verhoudings• Diensteleweringsoriëntering• Kommunikasie | <ul style="list-style-type: none">• Aksie en uitkoms-oriëntering• Veerkragtigheid• Etiek en aanspreeklikheid | <ul style="list-style-type: none">• Impak & Invloed• Spanoriëntering• Rigtingbepaling• Afrigting & Mentorskap |

| | |
|--------------------------|---|
| Salaris: | R 312 348.00 per jaar (T11 van 'n Kategorie 3 Plaaslike Owerheid) |
| Diensaanvaarding: | 01 Desember 2023 of so gou moontlik |
| Navrae: | Mnr JJ Coetzee by 022 913 6000 |

ALGEMEEN:

1. 'n Diensbonus gelykstaande aan een maand se salaris , 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 bepalinge 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 personeelid van die Munisipaliteit, is ontoelaatbaar en sal aansoekers onmiddellik diskwalifiseer.
8. 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.
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 vakttoets af te lê.
10. Die munisipaliteit eerbiedig die bepalinge 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 verleen word aan plaaslike kandidate binne Bergrivier munisipale 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 voltooid 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 Mr. DF Verhoog**, om hom te bereik teen nie later nie as die sluitingsdatum.

GEEN FAKSE OF ELEKTRONIESE POS SAL AANVAAR WORD NIE.

SLUITINGSDATUM: VRYDAG, 13 OKTOBER 2023 OM 15:00

**ADV. H LINDE
MUNISIPALE BESTUURDER**

MK 188/2023

**KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320**