



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 CONSIDERED**

HEAD: SECRETARIAT AND RECORDS (PIKETBERG) **DIRECTORATE: CORPORATE SERVICES**

Requirements: Relevant 3 year National Diploma in Public Administration or equivalent · Code B driver's license · Managerial and supervisor skills · Planning and organising skills · Attention to detail · Excellent interpersonal and communication skills · Be able to work independently · Excellent computer Literacy (MS Word, Excel and Outlook) · Excellent typing skills · Excellent administrative, meeting procedures, writing and calculating skills · Proficiency in at least 2 of the official languages of the Western Cape (Read, Write and Speak) · Ability to edit documents with extreme accuracy · Good sight, hearing and speech ability · Must be mentally and health fit to perform the job functions · Must be able to function effectively in difficult working conditions/circumstances/environment · Ability to meet pre-, undetermined and conflicting deadlines and interruptions in the job with resulting decisive action to deal with critical issues, including peak periods · Must work overtime during peak hours and when required · Pressure to meet deadlines on a regular basis · Knowledge required in order to perform the job functions · Three years (3) relevant corporate supporting service experience within Local Government and at least two (2) years middle management experience.

Key Performance Areas: Co-ordinates and control tasks/activities associated with achieving service excellence in rendering and managing a comprehensive, effective and professional secretariat support service to Management, Council and its Committees · Implementation and maintaining of procedures, systems and logistical requirements related to an effective and efficient Records and Archives Services to the Municipality · Oversee the rendering of client services to the community · Manages and plan the Division's activities on a day to day basis to ensure effective functioning · Manages meeting management and administration of information system and establish/schedules, evaluates and maintains agenda/minutes and resolution management procedures for the operating of the main committee and secretarial office · Manages the administration of Council, Mayoral committee, Portfolio committees, Local Labour Forum, Training Committee, ad hoc committees and senior management meetings · Monitor and supervises the compilation of agendas for committee meetings · Monitor and supervise the finalisation of the minutes of committee meetings · Manages and controls requirements associated with switchboard operating services · Manages the daily cleaning services of the municipal offices · Manages the execution of key performance areas and provides input into specific communication / client services initiatives · Coordinates, controls and maintains procedures and systems associated with controlling the flow of functional documentation and correspondence · Controls workflow processes and output levels of subordinates · Renders a general administrative support service to the municipality as a whole and community · Any other related duty as requested by the supervisor and carry out other instructions as requested by the Director Corporate Services.

Salary:	R 362 772.00 per annum (T13 of a Category 3 Local Authority)
Date of acceptance:	01 December 2021 or as soon as possible
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 appointments are subjected to Police clearings; which means that you give us permission to obtain Police clearance, by applying for a position at the Municipality.
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 internal and local candidates within the Bergrivier Municipal area.

A covering letter with at least two 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 Ms W Terry Thomas (Human Resources Officer: Provisioning and Administration)** by no later than the closing date.

NO FAXES OR ELECTRONIC APPLICATIONS WILL BE ACCEPTED.

CLOSING DATE: FRIDAY, 05 NOVEMBER 2021 AT 15:00

ADV H LINDE
MUNICIPAL MANAGER

MN 220/2021

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. Vroue en persone met gestremdhede 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.

VAKATURE INTERNE & EKSTERNE AANSOEKE SAL OORWEEG WORD

HOOF: SEKRETARIAAT EN REKORDS (PIKETBERG)

DIREKTORAAT: KORPORATIEWE DIENSTE

Posvereistes: Relevante 3 jaar Nasionale Diploma in Publieke Administrasie of gelykwaardig · Kode B -bestuurslisensie · Bestuurs- en toesighoudingsvaardighede · Beplannings- en organiseringsvaardighede · Aandag aan detail · Uitstekende interpersoonlike en kommunikasievaardighede · Selfstandig kan werk · Uitstekende rekenaargeletterdheid (MS Word, Excel en Outlook) · Uitstekende tikvaardighede · Uitstekende administratiewe, vergaderingsprosedures, skryf- en berekeningsvaardighede · Vaardigheid in ten minste 2 van die amptelike tale van die Wes -Kaap (lees, skryf en praat) · Vermoë om dokumente met uiterste akkuraatheid te wysig · Goeie sig, gehoor en spraak vermoë · Moet oor goeie geestelike en liggaamlike gesondheid beskik · Moet in moeilike werksomstandighede effektief kan funksioneer · Moet indien nodig tydens spitsyde oortyd werk · Moet onder druk kan werk om gereeld sperdatums te behaal · Moet oor die nodige kennis beskik om die funksies van die pos uit te voer · Drie jaar (3) relevante korporatiewe ondersteuningsdienste ervaring binne 'n plaaslike regering en ten minste twee (2) jaar ondervinding in middelbestuur.

Sleutel prestasie areas: Koördineer en beheer take/aktiwiteite wat verband hou om diensuitnemendheid te handhaaf en 'n omvattende, effektiewe en professionele sekretariaatondersteuningsdiens aan die Bestuur, Raad en sy komitees te lewer · Implementering en instandhouding van prosedures, stelsels en logistieke vereistes wat verband hou met 'n effektiewe en doeltreffende rekord- en argiefdienste aan die Munisipaliteit · Toesighouding oor die lewering van kliëntediens aan die gemeenskap · Bestuur en beplan die afdeling se aktiwiteite op 'n daaglikse basis om effektief te funksioneer · Bestuur vergaderings en administrasie van inligtingstelsel · Skeduleer, evalueer en onderhou agenda/notules en resolusiebestuursprosedures vir die verwerking van die hoofkomitee en sekretariële kantoor · Bestuur die administrasie van die Raad, Burgemeesterskomitee, Portefeuljekomitees, Plaaslike Arbeidsforum en Opleidingskomitee, ad hoc -komitees en senior bestuursvergaderings · Monitor en hou toesig oor die opstel van agendas vir komiteevergaderings · Monitor en hou toesig oor die afhandeling van die notule van komiteevergaderings · Bestuur en beheer vereistes verbonde aan skakelbordbedryfsdienste · Bestuur die daaglikse skoonmaakdienste van die munisipale kantore · Bestuur die uitvoering van belangrike prestasie areas en lewer insette in spesifieke kommunikasie-/ kliëntediens inisiatiewe · Koördineer, beheer en onderhou prosedures en stelsels wat verband hou met die beheer en vloei van funksionele dokumentasie en korrespondensie · Beheer werksaktiwiteite van ondergeskikte personeel · Lewer 'n algemene administratiewe ondersteuningsdiens aan die Munisipaliteit as 'n geheel en die gemeenskap · Voer ander instruksies uit soos versoek deur die Direkteur Korporatiewe Dienste.

Salaris:	R 362 772.00 per jaar (T13 van 'n Kategorie 3 Plaaslike Owerheid)
Diensaanvaarding:	01 Desember 2021 of so spoedig moontlik
Navrae:	Mnr J.W.A Kotzee by 022 913 6000

ALGEMEEN:

- 'n Diensbonus gelykstaande aan een maand se salaris is, waar van toepassing, sal betaalbaar wees en word aangevul deur die normale voordele van toepassing op die Munisipaliteit, met begrip van 'n behuisingstoelae vir huiseienaars, onderhewig aan sekere voorwaardes.
- Die Munisipaliteit is 'n gelyke geleentheid werkgewer en eerbiedig die bepalinge van die Wet op Gelyke Indiensneming.
- Die Munisipaliteit behou die reg voor om nie 'n aanstelling te maak nie.
- Alle aanstellings is onderworpe aan 'n polisieklaring wat noodwendig beteken dat applikante toestemming verleen dat dit verkry mag word.
- Aansoeke wat na die sluitingsdatum ontvang word of nie vergesel van die dokumentasie hieronder genoem nie, sal nie oorweeg word nie.
- 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.
- Gunsverwing by enige raadslid en/of enige lid van die aanstellingskomitee en/of enige personeelid van die Munisipaliteit, is ontoelaatbaar en sal aansoekers onmiddellik diskwalifiseer.
- 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.
- 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 vakoets af te lê.
- 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 onlangse inligting.
- Voorkeur sal verleen word aan interne en plaaslike kandidate binne Bergrivier Munisipale area.

'n Dekbrief met vermelding van ten minste twee kontakbare verwysings (lynbestuurders, ondergeskikte 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 bestuurslisensie (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 Me W Terry Thomas (Menslike Hulpbronbeampte: Voordele en Administrasie) om haar te bereik teen nie later nie as die sluitingsdatum.

GEEN FAKSE OF ELEKTRONIESE POS SAL AANVAAR WORD NIE.

SLUITINGSDATUM : VRYDAG, 05 NOVEMBER 2021 OM 15:00

ADV. H LINDE
MUNISIPALE BESTUURDER

MK 220/2021

KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320