



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 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

RE-ADVERTISE:
SUPERVISOR / DRIVER: ROADS (PIKETBERG)
DIRECTORATE: TECHNICAL SERVICES
REF: TD63/551/PB

Qualifications: Grade 9 or equivalent technical qualification

Experience: 1 -2 years relevant experience required.

Requirements: Valid Code C1 driving license & PRDP · Proficiency in at least two (2) of the official languages of the Western Cape (Afrikaans/English/Xhosa - Speak, Read and Write) · High level of responsibility · Ability to give attention to detail · Must be physically fit and able bodied · Required to work in all weather conditions · Must be prepared to enter confined areas such as manholes, inlets, pipes and culverts · Required to work outside normal working hours during emergencies and planned overtime · Required to do standby duties · Must perform duties in any area of the municipality when required · Good supervision, human relations, interpersonal and communication skills.

Job purpose: Performs tasks/activities associated with general maintenance and repair works to roads, storm water and drainage systems and masonry works, using a vehicle and hand held tools and equipment to excavate defined areas, operating small plant machinery to break, crush and compact road surfaces, pressure cleaning devices to clear blockages and remove debris from drainage systems, utilizing lettering and marking guides to paint traffic flow signals and lines and provides guidance to the team through demonstration or explanations of specific sequences associated with allocated tasks, and transportation of material/equipment and personnel to/from the work sites.

Key Performance Areas: Performs specific tasks/activities at the Depot prior to and on completion of allocated maintenance assignments · Undertakes general labouring tasks and operates a vehicle and small plant and equipment during masonry projects, road-works, storm water drainage, road maintenance and road-marking and signage · Cleans vehicles and attends to the storage and care of tools and equipment · Performs specific activities associated with the provision of support work-sites · Performs specific tasks associated with the operation of heavy vehicles (tip trucks, etc.) during road and storm water drainage maintenance activities · Completes internal transactional documentation (log sheets, etc.) and related forms (vehicle checklists) · Any other related duty as requested by the supervisor.

The competency level for this position is a level 1 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:

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
<ul style="list-style-type: none"> • Problem solving • Planning and organizing • Organizational awareness 	<ul style="list-style-type: none"> • Discipline specific skills • People management • Task management • Work place safety • Budgeting 	<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"> • Direction setting • Impact and influence • Coaching and mentoring • Team Orientation

Salary:	R175 872.00 per annum (T07 of a Category 3 Local Authority)
Date of acceptance:	01 September 2023 or as soon as possible
Enquiries:	Mr J Breunissen 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 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. Only applications within the Bergrivier municipal area (WC013) will be considered.
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 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 Mrs. 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 MAY 2022 AT 15:00

**ADV H LINDE
MUNICIPAL MANAGER**

MN71 /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 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

HER-ADVERTEER:

TOESIGHOUER / DRYWER: PAAIE (PIKETBERG)

DIREKTORAAT: TEGNIESE DIENSTE

VERW: TD63/551/PB

Kwalifikasie: Graad 9 of gelykstaande tegniese kwalifikasie

Ondervinding: 1 -2 jaar relevante ondervinding.

Posvereistes: Geldige Kode C1 bestuurslisensie & PRDP • Bevoegdheid in ten minste twee (2) van die amptelike tale van die Wes-Kaap (Afrikaans/Engels/Xhosa - Praat, Lees en Skryf) • Hoë vlak van verantwoordelikheid • Vermoë om aandag aan detail te gee • Moet fisies fiks en gesond wees • Vereis om in alle weerstoestande te werk • Moet bereid wees om beperkte gebiede soos mangate, inlate, pype en duikers binne te gaan • Vereis om buite normale werksure te werk tydens noodgevalle en beplande oortyd • Vereis om bystandpligte te doen • Moet pligte in enige area van die munisipaliteit uitvoer wanneer dit vereis word • Goeie toesighoudende-, mense-, interpersoonlike- en kommunikasie vaardighede.

Posdoel: Voer take / aktiwiteite uit wat verband hou met algemene instandhouding en herstelwerk aan paaie, stormwater- en dreineringsstelsels en bouwerk, gebruik 'n voertuig en handgereedskap en toerusting om bepaalde gebiede uit te graawe, bedryf klein masjinerie om padoppervlaktes te breek, vergruis en kompakteer, hoë drukskoonmaaktoestelle om blokkasies skoon te maak en blokkasies uit dreineringsstelsels te verwyder, gebruik van letter- en merkgidse om verkeerseine en -lyne te verf en verskaf leiding aan die span deur demonstrasie of verduidelikings van spesifieke volgordes wat verband hou met toegewysde take geassosieer word, en vervoer van materiaal / toerusting en personeel na / van die werkerterreine.

Sleutel prestasie areas: Voer spesifieke take / aktiwiteite by die Depot uit voor en na voltooiing van instandhoudingsopdragte • Ondemeem algemene arbeidstake en bestuur 'n voertuig en klein masjinerie en toerusting tydens bouprojekte, padwerke, stormwaterdreinerings-, padinstandhouding en padmerk- en naamborde • Maak voertuie skoon en sorg vir die berging en versorging van gereedskap en toerusting • Voer spesifieke aktiwiteite uit wat verband hou met die verskaffing van ondersteuning • Voer spesifieke take uit wat verband hou met die bestuur van swaar voertuie (tippragmotors, ens.) tydens pad- en storm waterdreinerings instandhoudingsaktiwiteite • Voltooi interne dokumentasie (logblaaie, ens.) en verwante vorms (voertuigkontrolelyste) • Enige ander verwante pligte soos deur die toesighouer versoek.

Die bevoegdheidsvlak vir hierdie pos is 'n vlak 1 soos bepaal 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
<ul style="list-style-type: none"> • Probleem oplossing • Beplanning en Organiserings • Organisasiebewustheid 	<ul style="list-style-type: none"> • Dissiplinespesifieke Vaardighede • Mensebestuur • Taakbestuur • Werkplekveiligheid • Begroting 	<ul style="list-style-type: none"> • Interpersoonlike verhoudings • Kommunikasie • Dienslewingsoriëntering 	<ul style="list-style-type: none"> • Aksie- en uitkomst oriëntering • Volharding • Verantwoordingspligtigheid en etiese gedrag 	<ul style="list-style-type: none"> • Rigtingbepaling • Impak en invloed • Spanoriëntering • Afrigting en mentorskap

Salaris:	R 175 872.00 per jaar (T07 van 'n Kategorie 3 Plaaslike Owerheid)
Diensaanvaarding:	01 September 2023 of so spoedig moontlik
Navrae:	Mnr J Breunissen 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. Gunsverwing 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 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 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. Slegs aansoeke vanuit die Bergrivier munisipale area (WC013) sal oorweeg 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 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 Mev. W Terry Thomas**, om haar te bereik teen nie later nie as die sluitingsdatum.

GEEN FAKSE OF ELEKTRONIESE POS SAL AANVAAR WORD NIE.

SLUITINGSDATUM: VRYDAG, 05 MEI 2022 OM 15:00

**ADV. H LINDE
MUNISIPALE BESTUURDER**

MK71 /2023

**KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320**