



# 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**

**FOREPERSON: ALL SERVICES (REDELINGHUY)**  
**DIRECTORATE: TECHNICAL SERVICES**  
**REF: TD30/551/RH**

**Qualification:** Grade 12 or equivalent technical qualification;  
Computer Literacy (MS Word / Excel)

**Experience:** Three (3) – Five (5) years' relevant experience required

**Requirements:** Code C1 driving license with PrDP · Proficiency in at least 2 of the official languages of the Western Cape (Afrikaans / English / isiXhosa - read, write & speak) · High level of responsibility · Ability to give attention to detail · Good supervision, human relations, interpersonal and communication skills · 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 the whole area of the municipality.

**Job Purpose:** Performs supervisory tasks/activities within the relevant area associated with:

- a) Civil services maintenance and repair work (roads, sport grounds, open spaces, cemeteries, water,- storm water- and sewage systems) by overseeing and / or participating as maintenance team, maintaining the water- and sewerage reticulation network, using cleaning devices to clear sewerage blockages and remove debris from drainage systems; and
- b) overall cleaning ad refuse removal activities; and
- c) maintenance of parks, community facilities, sport grounds and halls.

**Key Performance Areas:** Perform specific tasks / activities at the Depot prior to and on completion of allocated maintenance assignments · Undertake supervisory tasks associated with Civil services maintenance operations · Perform specific tasks associated with the monitoring / controlling of personnel and collection, disposal, cleaning and maintenance applications · Performs specific tasks associated with the operation of vehicles and equipment during general maintenance activities of parks / open spaces · Ensure the cleaning and safeguarding of vehicles, tools and equipment by supervising / assisting with storage and care of tools and equipment · Supervises and controls the activities of personnel (general workers) and associated tasks · Co-ordinates specific administrative and reporting requirements · Undertake specific activities / tasks associated with the process of weed eradication · Assist the Electrical Department with monitoring and minor applications to promote effective and efficient work procedures · Responsible for Health and Safety compliance with statutory regulations during tasks which include protocols and procedures in order to minimise any incidents and injuries and to maintain a healthy and safe working environment · Responsible to partake in the Municipality's Performance Management and Development System · Skills Development.

This 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"> <li>• Problem Solving</li> <li>• Planning and Organising</li> <li>• Organisational Awareness</li> </ul>	<ul style="list-style-type: none"> <li>• Discipline Specific Skills</li> <li>• People Management</li> <li>• Task Management</li> <li>• Workplace Safety</li> <li>• Budgeting</li> </ul>	<ul style="list-style-type: none"> <li>• Interpersonal Relationship</li> <li>• Communication</li> <li>• Service Delivery Orientation</li> </ul>	<ul style="list-style-type: none"> <li>• Action and Outcome Orientation</li> <li>• Resilience</li> <li>• Ethical and Accountability</li> </ul>	<ul style="list-style-type: none"> <li>• Direction Setting</li> <li>• Impact &amp; Influence</li> <li>• Coaching &amp; Mentoring</li> <li>• Team Orientation</li> </ul>

<b>Salary:</b>	R 264 600.00 annually (T10 of a Category 3 Local Authority)
<b>Date of acceptance:</b>	01 September 2024 or as soon as possible
<b>Enquiries:</b>	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 subjected to police clearance; 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 have 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](http://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 **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, 19 JULY 2024 AT 15:00**

**ADV H LINDE  
MUNICIPAL MANAGER**

**MN 184/2024**

**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

#### VOORPERSOON: ALLE DIENSTE (REDELINGHUYS)

#### DIREKTORAAT: TEGNIESE DIENSTE

#### VERW: TD30/551/RH

**Kwalifikasie:** Graad 12 of 'n gelykwaardige tegniese kwalifikasie;  
Rekenaarvaardigheid (MS Word / Excel)

**Ondervinding:** Drie (3) – Vyf (5) jaar relevante ondervinding

**Posvereistes:** Kode C1 bestuurslisensie met PrDP • Vaardigheid in ten minste 2 van die amptelike tale van die Wes-Kaap (Afrikaans / Engels / isiXhosa - lees, skryf en praat) · Hoë vlak van verantwoordelikheid · Vermoë om aandag aan detail te gee · Goeie toesig, menslik verhoudings, interpersoonlike en kommunikasievaardighede · Moet fisies fiks en bekwaam 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 bystandspligte te doen · Moet pligte in die hele gebied van die munisipaliteit uitvoer.

**Posdoel:** Voer toesighoudende take /aktiwiteite uit binne die betrokke gebied wat verband hou met:

- Siviele dienste instandhouding en herstelwerk (paaie, sportgronde, oop ruimtes, begraafplase, water,- stormwater- en rioolstelsels) deur toesig te hou oor en/of deel te neem as instandhoudingspan, die instandhouding van die water- en rioolnetwerk, deur gebruik te maak van skoonmaak toestelle om rioolverstopings skoon te maak en rommel uit dreineringsstelsels te verwyder; en
- algehele skoonmaak-advertensie-vullisverwyderingsaktiwiteite; en
- instandhouding van parke, gemeenskapsfasiliteite, sportgronde en sale.

**Sleutel prestasie areas:** Voer spesifieke take/aktiwiteite by die Depot uit voor en na voltooiing van toegekende instandhoudingsopdragte · Onderneem toesighoudende take wat verband hou met Siviele dienste instandhoudingsbedrywighede · Voer spesifieke take uit wat verband hou met die monitering/beheer van personeel en insameling, wegdoening, skoonmaak en instandhoudingstoepassings · Voer uit spesifieke take wat verband hou met die bedryf van voertuie en toerusting tydens algemene instandhoudingsaktiwiteite van parke / oop ruimtes · Verseker die skoonmaak en beveiliging van voertuie, gereedskap en toerusting deur toesig te hou oor / te help met berging en versorging van gereedskap en toerusting · Hou toesig oor en beheer oor die aktiwiteite van personeel (algemene werkers) en verwante take · Koördineer spesifieke administratiewe en verslagdoeningsvereistes · Onderneem spesifieke aktiwiteite / take wat verband hou met die proses van onkruiduitroeiing · Help die Elektriese Departement met monitering en geringe toepassings om effektiewe en doeltreffende werkprosedures te bevorder · Verantwoordelik vir Gesondheid en Veiligheid nakoming van statutêre regulasies tydens take wat protokolle en prosedures insluit ten einde enige voorvalle en beserings te minimaliseer en om 'n gesonde en veilige werksomgewing te handhaaf · Verantwoordelik om deel te neem aan die Munisipaliteit se Prestasiebestuur- en Ontwikkelingstelsel · Vaardighedsontwikkeling.

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"> <li>Bestuur van Werk</li> <li>Beplanning &amp; Organisering</li> <li>Organisatoriese bewustheid</li> </ul>	<ul style="list-style-type: none"> <li>Dissiplinere Spesifieke vaardighede</li> <li>Mensebestuur</li> <li>Taakbestuur</li> <li>Werksplekveiligheid</li> <li>Begroting</li> </ul>	<ul style="list-style-type: none"> <li>Interpersoonlike Verhoudings</li> <li>Kommunkasie</li> <li>Dienstelewerings-oriëntering</li> </ul>	<ul style="list-style-type: none"> <li>Aksie en Uitkoms-oriëntering</li> <li>Volharding</li> <li>Verantwoordingspligtheid &amp; Etiese gedrag</li> </ul>	<ul style="list-style-type: none"> <li>Rigtingbepaling</li> <li>Impak &amp; Inloed</li> <li>Afrigting &amp; Mentorskap</li> <li>Spanoriëntering</li> </ul>

<b>Salaris:</b>	R 264 600.00 per jaar (T10 van 'n Kategorie 3 Plaaslike Owerheid)
<b>Diensaanvaarding:</b>	01 September 2024 of so spoedig moontlik
<b>Navrae:</b>	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 onderwerpe aan Polisie klaring wat noodwendig beteken dat applikante toestemming verleen dat dit verkry mag word.
5. Aansoeke wat na die sluitingsdatum ontvang word of nie van die dokumentasie hieronder vergesel word 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 die 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 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 sekerheidsklaring, 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 is.
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 voltooide voorgeskrewe aansoekvorm (op aanvraag verkrygbaar by Tel: 022 913 6000 of op die munisipaliteit se webwerf by [www.bergmun.org.za](http://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**) 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, 19 JULIE 2024 OM 15:00**

**ADV. H LINDE  
MUNISIPALE BESTUURDER**

**MK 184/2024**

**KERKSTRAAT 13  
POSBUS 60  
PIKETBERG  
7320**