



## 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.

### DIRECTORATE: COMMUNITY SERVICES (Piketberg, unless stated otherwise)

#### **SENIOR LIBRARY ASSISTANT: L.B WERNICH (PIKETBERG)**

**Requirements:** Grade 12 · 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) · Computer Literacy (Library Office Applications) · High level of responsibility · Ability to give attention to detail · Good communications, human relations and interpersonal skills · Good management skills · Administration Skills · Time Management Skills · Extensive General Knowledge · Supervisory Skills · Able to handle conflict · Physically fit and able bodied · Required to work outside normal working hours during planned overtime · Must perform duties in any area of the municipality when required · Must work to predetermined deadlines · Three (3) years relevant experience.

**Key Performance Areas:** Supervise and attends to user needs/requirements and executes specific processes associated with the membership registrations, lending/return of books/materials · Maintaining statistical information (new and existing users, book circulation etc.) and the computer database (SLIMS) of user details and accessing specific fields to elicit information on overdue books and proceeding with notification and execution of specific recovery sequences · Attends to specific activities associated with maintaining and organizing library material/book stock and or/ provides support with specific arrangements · Co-ordinates and controls tasks activities associated with controlling personnel performance, productivity and discipline · Booking of Library hall, requesting of payment of deposits to client and reconciliation of transactions · Responsible for management of administrative reporting and record updating requirements.

**Salary:** R 193 260.00 per annum (T09 of a Category 3 Local Authority)

**Date of acceptance:** 01 May 2020 or as soon as possible

**Enquiries:** Ms G Croeser 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.

A covering letter with three contactable references, 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 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, 03 APRIL 2020 AT 15:00

ADV H LINDE  
MUNICIPAL MANAGER

MN64/2020

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 een uur vanaf Kaapstad, beskik tans oor die volgende vakature en aansoeke word ingewag van bevoegde persone wat aan die gestelde minimum posvereistes voldoen.

### **DIREKTORAAT: GEMEENSKAPS DIENSTE** **(Standplaas Piketberg, tensy anders gemeld)**

#### **SENIOR BIBLIOTEEK ASSISTENT L.B WERNICH (PIKETBERG)**

Posvereistes: Graad 12 · Kode B Bestuurderslisensie · Bevoegdheid in ten minste twee (2) van die amptelike tale van die Wes-Kaap (Afrikaans/English/Xhosa- Lees, Skryf en Praat) · Rekenaargeletterdheid (Library Office Applications) · Hoe vlak van verantwoordelikheid · Vermoë om aandag te gee aan fynere besonderhede · Goeie kommunikasie, menseverhoudinge en interpersoonlike vaardighede · Goeie bestuursvaardighede · Administratiewe vaardighede · Tydsbestuursvaardighede · Genoegsame algemene kennis · Toesighoudende vaardighede · Vermoë om konflik te hanteer · Fisies fiks en gesond · Benodig om buite normale werksure tydens beplande oortyd te werk · Moet take verrig in enige area van die munisipaliteit · Moet voorafbepaalde sperdatums kan bereik · Drie (3) jaar relevante ervaring.

Sleutel prestasie areas: Skenk aandag aan die behoeftes van die gebruiker en voer spesifieke kontroleprosedures uit wat verband hou met die registrasies van lidmaatskap, uitleen / terugkeer van boeke · Vaslegging van statistiese inligting (nuwe en bestaande gebruikers, boeke-sirkulasie ens.) en die rekenaardatabasis (SLIMS) met betrekking tot gebruikersbesonderhede wat toegang gee tot spesifieke velde wat inligting oor agterstalige boeke verskaf · Gee aandag aan spesifieke aktiwiteite wat verband hou met die instandhouding en organisering van biblioteekmateriaal / boekvoorraad en / of ondersteun spesifieke reëlings · Koördineer en beheer take wat verband hou met die beheer van personeelprestasie, produktiwiteit en dissipline · Hanteer besprekings van die biblioteeksaal, betalings van depositos vanaf kliente en rekonsilieer transaksies · Verantwoordelik vir verslagdoening en opdatering van rekords.

Salaris: R 193 260.00 per jaar (T09 van 'n Kategorie 3 Plaaslike Owerheid)

Diensaanvaarding: 01 Mei 2020 of so spoedig moontlik

Navrae: Me G Croeser by 022 913 6000/93

#### **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, met begrip van '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 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 evalueringproses te deurloop en waar van toepassing, 'n vakttoets af te lê.

'n Dekbrief met vermelding van ten minste drie kontakbare verwysings, vergesel van die voltooië 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) 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, om haar te bereik teen nie later nie as die sluitingsdatum.

GEEN FAKSE OF ELEKTRONIESE POS SAL AANVAAR WORD NIE.

SLUITINGSDATUM VIR ALLE AANSOEKE: VRYDAG, 03 APRIL 2020 OM 15:00

ADV. H LINDE  
MUNISIPALE BESTUURDER

MK64/2020

KERKSTRAAT 13  
POSBUS 60  
PIKETBERG  
7320