



## 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 90 minutes 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

**OPERATOR: ACTIVE BOX (PIKETBERG) x4**

**DIRECTORATE: COMMUNITY SERVICES**

**REF: GD195/371/PB; REF: GD196/371/PB; REF: GD197/371/PB & REF: GD198/371/PB**

**Qualifications:** Grade 12;  
Computer Literacy

**Experience:** (Two) 2 years' relevant experience

**Requirements:** 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 skills · Conflict handling skills · Ability to give attention to detail · High level of responsibility · Able to operate under pressure · Able to stay calm in stressful situations · Must be willing to work shifts · Must work overtime/ shifts when required and perform standby duties when required · Must perform duties in other areas of the municipality when required · No criminal record · Incumbent must be fit and able bodied

**Job Purpose:** To operate the computer equipment as prescribed by the Assistant Superintendent Law Enforcement Officer. Monitor Internal Close Circuit Television, LPR Cameras, crime hotspots cameras and alarms for activation of Law Enforcement. Disseminate Information to relevant disciplines and departments.

**Key Performance Areas:** Perform control room operations (calling and monitoring) and maintain radio communication · Perform CCTV/LPR monitoring · Complete specific reports, and statutory documentation and registers and performs specific tasks · Attends to the application of specific maintenance sequences with respect to equipment · Assist with the following activities to enhance service delivery in general · Responsible to take part in the Municipality's Performance Management and Development System

The Competency level for this position is a Administrative Level 1 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>Written Communication</li> <li>Oral Communication</li> <li>Attention to detail</li> <li>Influencing</li> <li>Ethics and Professionals</li> <li>Organisational Awareness</li> <li>Problem Solving</li> <li>Planning and Organising</li> </ul> | <ul style="list-style-type: none"> <li>Business Process</li> <li>Use of Technology</li> <li>Data Processing &amp; Analysis</li> </ul> | <ul style="list-style-type: none"> <li>Interpersonal Relationships</li> <li>Communication</li> <li>Services Delivery Orientation</li> <li>Customer Orientation and Focus</li> </ul> | <ul style="list-style-type: none"> <li>Action and outcome orientation</li> <li>Resilience</li> <li>Change readiness</li> <li>Cognitive ability</li> <li>Learning orientation</li> </ul> | <ul style="list-style-type: none"> <li>Impact and Influence</li> <li>Team Orientation</li> <li>Direct Setting</li> <li>Coaching and Mentoring</li> </ul> |

|                            |                                                              |
|----------------------------|--------------------------------------------------------------|
| <b>Salary:</b>             | R 145 440.00 per annum (T05 of a Category 3 Local Authority) |
| <b>Date of acceptance:</b> | 01 May 2026 or as soon as possible                           |
| <b>Enquiries:</b>          | Mr CA Cornelissen 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 SAPD clearings; which means that you give us permission to obtain SAPD 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. **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 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 License 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: TUESDAY, 03 MARCH 2026 AT 15:00**

**ADV H LINDE  
MUNICIPAL MANAGER**

**MN19/2026**

**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 90 minute 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

**OPERATOR: ACTIVE BOX (PIKETBERG) x4**

**DIREKTORAAT: GEMEENSKAPSDIENSTE**

**VERW: GD195/371/PB; VERW: GD196/371/PB; VERW: GD197/371/PB & VERW: GD198/371/PB**

**Kwalifikasie:** Graad 12;  
Rekenaargeletterdheid

**Ondervinding:** (Twee) 2 jaar relevante ondervinding

**Posvereistes:** Vaardigheid in ten minste twee (2) van die amptelike tale van die Wes-Kaap (Afrikaans/Engels/Xhosa – Lees, Skryf en Praat) · Goeie menseverhoudinge, interpersoonlike vaardighede · Konflikhanteringsvaardighede · Vermoë om aandag aan detail te gee · Hoë vlak van verantwoordelikheid · In staat om onder druk te werk · In staat om kalm te bly in stresvolle situasies · Moet bereid wees om skofte te werk · Moet oortyd/skofte werk wanneer nodig en bystanddienste verrig wanneer nodig · Moet pligte in ander areas van die munisipaliteit verrig wanneer nodig · Geen kriminele rekord nie · Posbeksleër moet fiks en liggaamlik bekwaam wees

**Posdoel:** Om die rekenaartoerusting te bedryf soos voorgeskryf deur die Assistent-Superintendent Wetstoepassingsbeampte. Monitor interne nabykringtelevisie, LPR-kameras, misdaadkolle-kameras en alarms vir die aktivering van Wetstoepassing. Versprei inligting aan relevante dissiplines en departemente.

**Sluitel prestasie areas:** Voer beheerkamerbedrywighede uit (oproep en monitering) en handhaaf radiokommunikasie · Voer CCTV/LPR-monitering uit · Voltooi spesifieke verslae en statutêre dokumentasie en registers en voer spesifieke take uit · Sit by tot die toepassing van spesifieke onderhoudsreekse met betrekking tot toerusting · Help met die volgende aktiwiteite om dienslewering in die algemeen te verbeter · Verantwoordelik om deel te neem aan die Munisipaliteit se Prestasiebestuur- en Ontwikkelingstelsel

Die bevoegdheidsvlak vir hierdie pos is 'n Administratiewe Vlak 1 soos bepaal in Aanhangsel A van die Munisipale Personeelregulasies, Goewermenskennisgewing 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>• Skriftelike Kommunikasie</li> <li>• Mondelinge Kommunikasie</li> <li>• Aandag aan detail</li> <li>• Beïnvloeding</li> <li>• Etiek en Professionals</li> <li>• Organisatoriese Bewustheid</li> <li>• Probleemoplossing</li> <li>• Beplanning en Organisering</li> </ul> | <ul style="list-style-type: none"> <li>• Besigheidsproses</li> <li>• Gebruik van tegnologie</li> <li>• Dataverwerking en -analise</li> </ul> | <ul style="list-style-type: none"> <li>• Interpersoonlike Verhoudings</li> <li>• Kommunikasie</li> <li>• Diensleweringsooriëntasie</li> <li>• Kliëntoriëntasie en -fokus</li> </ul> | <ul style="list-style-type: none"> <li>• Aksie- en uitkomsoriëntasie</li> <li>• Veerkragtigheid</li> <li>• Veranderingsgereedheid</li> <li>• Kognitiewe vermoë</li> <li>• Leeroriëntasie</li> </ul> | <ul style="list-style-type: none"> <li>• Impak en Invloed</li> <li>• Spanoriëntasie</li> <li>• Direkte Omgewing</li> <li>• Afrigting en Mentorskap</li> </ul> |

|                          |                                                                   |
|--------------------------|-------------------------------------------------------------------|
| <b>Salaris:</b>          | R 145 440.00 per jaar (T05 van 'n Kategorie 3 Plaaslike Owerheid) |
| <b>Diensaanvaarding:</b> | 01 Mei 2026 of so gou moontlik                                    |
| <b>Navrae:</b>           | Mnr CA Cornelissen 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 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 'n SAPS-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. 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 posbekeërs 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 sekereheidsverklaring 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 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 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 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: DINSDAG, 03 MAART 2026 OM 15:00**

**ADV. H LINDE  
MUNISIPALE BESTUURDER**

**MK19/2026**

**KERKSTRAAT 13  
POSBUS 60  
PIKETBERG  
7320**