



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**

DISASTER MANAGEMENT OFFICER: EAST (PIKETBERG) **DIRECTORATE: COMMUNITY SERVICES**

Requirements: SAESI Diploma in Fire Services Technology · Code C1 driver's license · Proficiency in at least two (2) of the official languages of the Western Cape (Afrikaans/English/Xhosa – Read, Write and Speak) · Good management, human relations, interpersonal and communication skills · Conflict handling skills · Ability to give attention to detail · High level of responsibility · Ability to work under pressure · Computer Literate (Office applications) · Financial Management skills · Negotiation skills · First Aid Certificate · Must be physically fit and able bodied · Have no phobias related to claustrophobia (confined spaces), acrophobia (heights), bathophobia (depts.), aquaphobia (water), hemophobia (blood), achluophobia (darkness), autophobia (isolation) and necrophobia (corpses) · Must perform duties in any area of the municipality · Required to work outside normal working hours during emergencies and planned overtime · Five (5) years relevant experience.

Key Performance Areas: Manages the implementation, monitoring, evaluation and reporting sequences of outcomes associated with programmes designed to accomplish key service delivery objectives with respect to Disaster Management Services through the co-ordination of operations against departmental, statutory and audit guidelines in order to ensure that the risk of damage to property and/or loss of lives is limited through prompt and efficient execution of sequences and applications · Implements procedures, systems and controls to regulate specific work and associated sequences associated with the functionality · Responsible for coordinating with the District Municipality the disaster management activities to ensure that the management of disasters are well organized with the minimum disruption of services and the wellbeing of the community · Manages and co-ordinates specific priorities, procedural applications, interventions and activities related to disaster management · Develop disaster management strategies · Co-ordinates and monitors sequences associated with the provision of an emergency/fire/rescue services · Disseminates information on outcomes, current developments, problems and constrains and/or presents educational material on public safety · Co-ordinates specific administrative and reporting requirements associated with the key performance and result indicators of the functionality.

Salary:	R 282 492.00 per annum (T11 of a Category 3 Local Authority)
Date of acceptance:	01 June 2022 or as soon as possible
Enquiries:	Mr D Josephus 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 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, 29 APRIL 2022 AT 15:00

ADV H LINDE
MUNICIPAL MANAGER

MN 43/2022

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

RAMPBESTUUR BEAMPTTE: OOS (PIKETBERG) DIREKTORAAT: GEMEENSKAPSDIENSTE

Posvereistes: SAESI Diploma in Brandweerdienste · Kode C1 bestuurslisensie · Bevoegdheid in ten minste twee (2) van die amptelike tale van die Wes-Kaap (Afrikaans/Engels/Xhosa – Lees, Skryf en Praat) · Goeie bestuur, menseverhoudinge, interpersoonlike en kommunikasievaardighede · Hanteer konflik · Vermoë om aandag aan detail te gee · Hoë vlak van verantwoordelike · Vermoë om onder druk te werk · Rekenaarvaardigheid (MS Office) · Finansiële bestuursvaardighede · Noodhulp sertifikaat · Moet fisies fiks en bekwaam wees · Het geen fobies wat verband hou met kloustrofobie/engtevrees (beperkte ruimtes), akrofobie (hoogtes), batofobie (diepte), akwafobie (water), hemofobie (bloed), achluofobie (duisternis), outofobie (isolasië) en nekrofobie (lyke) · Moet pligte in enige area van die munisipaliteit uitvoer · Vereis om buite normale werksure tydens noodgevalle en beplande oortyd te werk · Vyf (5) jaar relevante ondervinding.

Sleutel prestasie areas: Bestuur die implementering, monitering, evaluering en verslagdoening van uitk wat verband hou met programme wat ontwerp is om sleutel dienslewingsdoelwitte met betrekking tot Rampbestuursdienste te bereik deur die koördinerende van bedrywighede teen departementele, statutêre en ouditriglyne om te verseker dat die risiko van skade aan eiendom en/of lewensverlies word beperk deur die vinnige en doeltreffende uitvoering van instruksies en toepassings · Implementeer prosedures, stelsels en kontroles om spesifieke werk en gepaardgaande volgordes wat met die funksionaliteit geassosieer word te reguleer · Verantwoordelik vir die koördinerende met die Distriksmunisipaliteit die rampbestuursaktiwiteite om te verseker dat die bestuur van rampe goed georganiseer is met die minimum ontwrigting van dienste en die welstand van die gemeenskap · Bestuur en koördineer spesifieke prioriteite, prosedurele toepassings, intervensies en aktiwiteite wat met rampbestuur verband hou · Ontwikkel rampbestuurstrategies · Koördineer en monitor volgordes wat verband hou met die verskaffing van 'n nood-/brandweer-/reddingsdienste · Versprei inligting oor uitkomste, huidige ontwikkelings, probleme en beperkings en/of bied opvoedkundige materiaal oor openbare veiligheid · Koördineer spesifieke administratiewe en verslagdoeningsvereistes geassosieer met die sleutelprestasie- en resultaatwysers van die funksionaliteit.

Salaris:	R 282 492.00 per jaar (T11 van 'n Kategorie 3 Plaaslike Owerheid)
Diensaanvaarding:	01 Junie 2022 of so spoedig moontlik
Navrae:	Mnr D Josephus 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 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 onderhoud 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 personeel 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 vaktoets af te lê.
10. 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 mees onlangse inligting.
11. 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 voltooië 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, 29 APRIL 2022 OM 15:00

ADV. H LINDE
MUNISIPALE BESTUURDER

MK 43/2022

KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320