



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. 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

FLEET CONTROLLER (PIKETBERG)
DIRECTORATE: TECHNICAL SERVICES
REF: TD23/551/PB

Requirements: Valid Code B driver's Licence • 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 • Supervisory skills • Must be physically fit and able bodied • Required to work in all weather conditions • 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.

Qualifications: Trade Certificate: Mechanical
Computer Literacy: MS Office

Experience: Three – five (3 -5) years post apprenticeship experience required.

Job purpose: Managing and control the utilization, maintenance and procurement of Council's fleet.

Key Performance Areas: Facilitate the Section's planning and budget control • Control and ensure the maintenance and repair of vehicles • Perform supervisory duties • Monitor and control the municipality's vehicle tracking system to ensure effectiveness and vehicle economy • Perform any other related duty as requested by the Supervisor.

The competency level for this position is a level 3 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"> Managing work Problem solving Planning and organizing Quality orientation 	<ul style="list-style-type: none"> Work place safety Discipline specific skills 	<ul style="list-style-type: none"> Service delivery orientation Interpersonal relationships Communication Customer orientation and customer focus 	<ul style="list-style-type: none"> Action orientation Resilience Accountability and ethical conduct Learning orientation 	<ul style="list-style-type: none"> Direction setting Impact and influence Team orientation Coaching and mentoring

Salary:	R296 340.00 per annum (T11 of a Category 3 Local Authority)
Date of acceptance:	01 November 2022 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 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 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. Preference will be given to internal and local candidates within the Bergrevier area.
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, 09 SEPTEMBER 2022 AT 15:00

**ADV H LINDE
MUNICIPAL MANAGER**

MN 178/2022

**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

VLOOT KONTROLEERDER (PIKETBERG) DIREKTORAAT: TEGNIESE DIENSTE VERW: TD23/551/PB

Posvereistes: Geldige kode B-bestuurderslisensie · 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 · Toesighouding vaardighede · Moet fisies fiks en bekwaam wees · Vereis om buite normale werksure te werk tydens noodgevalle en beplande oortyd · Vereis om bystandspilte te doen · Moet oortyd werk wanneer nodig · Moet pilte in enige area van die munisipaliteit uitvoer wanneer nodig.

Kwalifikasie: Ambagsertifikaat : Meganies
Rekenaargeletterheid: MS Office

Ondervinding: Benodig drie – vyf (3-5) jaar se ondervinding ná vakleerlingskap

Doel: Bestuur en beheer van die gebruik, instandhouding en verkryging van Raad se vloot.

Slutel prestasie areas: Fasiliteer die afdeling se beplanning en begrotingsbeheer · Beheer en verseker die instandhouding en herstel van voertuie · Voer toesighoudende pilte uit · Moniteer en beheer die munisipaliteit se voertuigopspringstelsel om doeltreffendheid en voertuigekonomie te verseker · Verrig enige ander verwante pilte uit soos deur die Toesighouer versoek.

Die bevoegdheidsvlak vir hierdie pos is 'n vlak 3 soos bepaal in Bylae A van die Munisipale Personeelregulasies Staatskenningsgewing R890 soos afgekondig in die Staatskoerant 45181 soos gedateer op 20 September 2021 en bestaan uit die volgende bevoegdheede:

Kern Professionele Bevoegdheede	Funksionele Bevoegdheede	Bevoegdheede t.o.v Openbare Diensoriëntering	Persoonlike Bevoegdheede	Bestuur / Leierskap Bevoegdheede
<ul style="list-style-type: none"> Bestuur van werk Probleemoplossing Beplanning en Organiserings Kwaliteitsoriëntering 	<ul style="list-style-type: none"> Werkplekveiligheid Dissiplinespesifieke vaardighede Dienstelewerings-oriëntering 	<ul style="list-style-type: none"> Interpersoonlike verhoudings Kommunikasie Kliëntoriëntering en klantefokus 	<ul style="list-style-type: none"> Aksie-oriëntering Volharding Verantwoordingspligtigheid en etiese gedrag Leeroriëntering 	<ul style="list-style-type: none"> Rigtingbepaling Impak en invloed Spanoriëntering Afrigting en mentorskap

Salaris:	R 296 340.00 per jaar (T11 van 'n Kategorie 3 Plaaslike Owerheid)
Diensaanvaarding:	01 November 2022 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 behuisingsstoelae 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 posbekleërs 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.
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. Voorkeur sal verleen word aan interne en plaaslike kandidate binne Berggrivier area.
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), '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, 09 SEPTEMBER 2022 OM 15:00

**ADV. H LINDE
MUNISIPALE BESTURDER**

MK 178/2022

**KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320**