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 vacancies and awaits applications from competent persons who comply with the minimum job requirements.

DIRECTORATE: COMMUNITY SERVICES
(Piketberg, unless stated otherwise)

1. HEAD: SPORT DEVELOPMENT (PIKETBERG)

Requirements: NQF Level 6/ National Diploma in Sport Management/ Development · Code B Driver's Licence · Computer literacy (MS Office Applications) · Proficiency in at least two (2) of the official languages of the Western Cape (Afrikaans/English/Xhosa - Speak, Read and Write) · Project management skills · Good organising skills, human relations, interpersonal and excellent communication skills · Familiar with the MFMA and legislation related to local government administration · Sound knowledge of MIG requirements and overall compliance · Ability to give attention to detail · High level of responsibility · Ability to work under pressure · Must have enthusiasm and a passion for sport, recreation and youth development · Problem solving and negotiating skills · Good team working skills · Excellent time management and administrative skills · Must be prepared to travel and work irregular hours, including evenings and weekends · Three (3) year relevant experience in the key performance areas

Key Performance Areas: The planning and co-ordination of sport development through contact with sports councils · Provide input regarding the annual capital and operational budget as well as annual revised budget process · Build relationship and liaise with sports councils · Attend sports council meetings · Act as scribe at sports council meetings · Facilitate the optimal use of sport facilities · Manage and coordinate local sport events · Distribute information and organise sports related projects, programmes, club development and training for those who want to participate for fun as well as those who are interested in completing at all levels, from local to national and international.

Salary: R 266 124-00 annually (T12 of a Category 3 Local Authority)

Date of acceptance: 1 January 2018 or as soon as possible

Enquiries: Mr DA 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 incuding 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 applicants will be subjected to police clearance with the concent of the applicant.
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. 022 913 6000 or on the municipality's website www.bergmun.org.za) with certified copies of the necessary qualification certificates and a Curriculum Vitae, to reach the **Municipal offices, Piketberg or mailed to P.O. Box 60, Piketberg 7320 for the attention of Ms AG Louw (Manager: Human Resources)** by no later than the closing date. **No faxes or electronic mail will be accepted**.

CLOSING DATE: 15:30 ON FRIDAY, 17 NOVEMBER 2017

ADV H LINDE
MUNICIPAL MANAGER

13 CHURCH STREET
P O BOX 60
PIKETBERG
7320

MK 169/2017

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.

DIREKTORAAT: GEMEENSKAPSDIENSTE
(Standplaas Piketberg, tensy anders gemeld)

1. HOOF: SPORT ONTWIKKELING (PIKETBERG)

Posvereistes: NQF Vlak 6/ Nasionale Diploma in Sportbestuur/ of Ontwikkeling · Kode B Bestuurslisensie · Rekenaargeletterdheid (MS Pakket) · Bevoegdheid in ten minste twee van die amptelike tale van die Wes-Kaap (Afrikaans/Engels/Xhosa - Skryf, lees en praat) · Uitstekende Projekbestuursvaardighede · Goeie menslike verhoudings- en organiserings-, interpersoonlike- en uitstekende kommunikasievaardighede · Vermoë om op fynere besonderhede te let · Hoë vlak van verantwoordelikheid · Vermoë om onder druk te kan werk · Passie vir sport-, ontspanning- en jeug ontwikkeling · Vertroud met MFMA en wetgewing van toepassing op plaaslike regerings administrasie · Grondige kennis van MIG vereistes en algehele nakoming · Probleem oplossings- en uitstekende onderhandelingsvaardighede · Moet in 'n span kan werk · Organisasie en uitstekende tydsbestuursvaardighede · Bereidwilligheid om ongereëlde tye ingesluit na-ure en naweke te werk · Drie (3) jaar ondervinding in die sleutel prestasie areas.

Sleutel prestasie areas: Die beplanning en koördinering van sportontwikkeling deur kontak met Sport rade · Lewering van insette aangaande die jaarlikse kapitale- en operasionele begroting sowel as die jaarlikse aansuiweringsbegrotings proses · Bou verhoudinge en kommunikeer met sportsrade · Bywoning van sport raadsvergaderings · Neem notules by Sportraad vergaderings · Fasiliteer die optimale gebruik van sportsfasiliteite · Bestuur en koördineer plaaslike sportsaktiwiteite · Versprei inligting en organiseer sport verwante projekte, programme, klubontwikkeling en opleiding vir diegene wat deel neem vir plesier sowel as diegene wat belangstel in meeding op alle vlakke, vanaf plaaslik tot nasionaal en internasionaal.

Salaris: R 266 124.00 per jaar (T12 van 'n Kategorie 3 Plaaslike Owerheid)

Diensaanvaarding: 01 Januarie 2018 so spoedig moontlik

Navrae: Mnr DA 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, met inbegrip van '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 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 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.

'n Dekbrief met vermelding van ten minste drie kontakbare verwysings, 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 Me AG Louw (Bestuurder: Menslike Hulpbrondienste)**, om haar te bereik nie later nie as die sluitingsdatum. **Geen fakse of elektroniese pos sal aanvaar word nie.**

SLUITINGSDATUM VIR ALLE AANSOEKE: VRYDAG, 17 NOVEMBER 2017 OM 15:30

ADV. H LINDE
MUNISIPALE BESTUURDER

MK169/2017

KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320