



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 hour's drive from Cape Town currently has the following vacancy and awaits applications from competent persons who comply with the minimum job requirements. (Women and persons with disabilities are encouraged to also apply.)

VACANCY INTERNAL & EXTERNAL APPLICATIONS WILL BE CONSIDERED

HEAD: SPORT DEVELOPMENT (PIKETBERG)

DIRECTORATE: COMMUNITY SERVICES

REF: GD98/432/PB

Requirements: Code B driving license · Proficiency in at least 2 of the official languages of the Western Cape (Afrikaans/English/isiXhosa - read, write & speak) · Good organising skills, human relations, interpersonal and communication skills · Ability to give attention to detail · High level of responsibility · Ability to work under pressure · Must be physically fit and able bodied · Required to work outside normal working hours during emergencies and planned overtime · Familiar with the MFMA and legislation related to local government administration · Sound knowledge of MIG requirements and overall compliance · Must perform duties in the whole area of the municipality.

Qualification: A National Diploma in Sport Management NQF Level 6
Computer Literacy (MS Office)

Experience: Five (5) – Eight (8) years relevant experience

Job Purpose: Initiates, promotes and manages sport, recreational and youth development strategies, programs and initiatives within the Bergrivier Municipal Area including the full utilization and maintenance of sport facilities.

Key Performance Areas: Takes control of overall leadership and management of sport, recreational and youth development ensuring that performance targets and statutory requirements are achieved · Identifies with the sport and youth development strategy with respect to service delivery and implements and monitors the short term plans / objectives · Manages, review and provide inputs to the Manager on long term plans for the human resources (part-time employees, volunteers etc.) needed in respect of the department · Directs and controls the key performance indicators and outcomes of personnel (part-time, volunteers etc.) allocated to the Sport and Youth Development Unit · Implements procedures, systems, controls and communication channels to regulate specific work sequences · Co-ordinates, education and creating awareness of potential sport and youth development programs including risks and coping strategies · Manages the implementation of financial controls / procedures and provides information to support financial planning · Manages the formulation of specific contracts and tender documents and controls contractual obligations in respect of the relevant areas of responsibility · Initiates the compilation of new corporative / administrative related policies and / or changes to the existing policies · Compiling / disseminating functional and operational information/ decisions on objectives and current developments, problems and constraints · Manages, co-ordinates and controls specific processes associated with the implementation, monitoring and communication phases of projects pertaining to the different functionalities · Managing and controlling activities and functions associated with Social Development Services · Plan and develop an annual work program in relation to the approved programs/ projects/ budget · Liaises and interacts with Sport Councils and other institutions · Managing the implementations of the Sport Development Master Plan inclusive of MIG funded projects of the municipality · Manages and coordinates the usage and maintenance of the available sport facilities · Managing the conducting of sport and youth development and training programs · Managing compliance to relevant and applicable legislation, policies and council decisions · Disseminates information on outcomes, current developments, problems and constraints and/ or makes strategic presentations on client services and complaints · Manages and controlling specific administrative and reporting requirements associated with the key performance and result indicators of the functionality · Perform any other related duty as requested by the Supervisor.

This 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 Planning & Organizing 	<ul style="list-style-type: none"> Facility Specific Skills Workplace Safety 	<ul style="list-style-type: none"> Interpersonal Relationships Communication Services Delivery Orientation 	<ul style="list-style-type: none"> Action Orientation Resilience Change Readiness Learning Orientation Problem Solving Accountability & Ethical Conduct 	<ul style="list-style-type: none"> Direction Setting Impact & Influence Coaching & Mentoring Team Orientation

Salary:	R 349 848.00 annually (T12 of a Category 3 Local Authority)
Date of acceptance:	01 July 2023 or as soon as possible
Enquiries:	Mr D Carolissen 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 police clearance; which means that by applying for a position at the Municipality, you give us permission to obtain a police clearance.
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. **PREFERENCE WILL BE GIVEN TO LOCAL CANDIDATES WITHIN THE BERGRIVIER MUNICIPAL AREA.**
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 contactable references (managers, subordinates or peers), 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 (Maximum of 3 pages), to reach the **Municipal offices, Piketberg or mailed to PO 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: WEDNESDAY, 29 MARCH 2023 AT 16:00

**ADV H LINDE
MUNICIPAL MANAGER**

MN36 /2023

**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 1 uur 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

HOOF: SPORTONTWIKKELING (PIKETBERG)

DIREKTORAAT: GEMEENSAPSDIENSTE

VERW: GD98/432/PB

Posvereistes: Kode B-bestuurslisensie • Vaardigheid in ten minste 2 van die amptelike tale van die Wes-Kaap (Afrikaans/Engels/isiXhosa - lees, skryf en praat) - Goeie organiseringsvaardighede, menseverhoudinge, interpersoonlike en kommunikasievaardighede - Vermoë om aandag te gee tot detail - Hoë vlak van verantwoordelikheid - Vermoë om onder druk te werk - Moet fisies fiks en bekwaam wees - Vereis om buite normale werksure te werk tydens noodgevalle en beplande oortyd - Vertrou met die MFMA en wetgewing wat verband hou met plaaslike regeringsadministrasie - Goeie kennis van MIG-vereistes en algehele nakoming - Moet pligte in die hele gebied van die munisipaliteit verrig.

Kwalifikasie: 'n Nasionale Diploma in Sportbestuur NKR Vlak 6

Rekenaarvaardigheid

Ondervinding: Vyf (5) – Agt (8) jaar relevante ondervinding

Posdoel: Inisieer, bevorder en bestuur sport-, ontspannings- en jeugontwikkelingstrategieë, programme en inisiatiewe binne die Bergrivier Munisipale Area, insluitend die volle benutting en instandhouding van sportfasiliteite.

Sleutel prestasie areas: Neem beheer van algehele leierskap en bestuur van sport-, ontspannings- en jeugontwikkeling om te verseker dat prestasieteikens en statutêre vereistes bereik word - Identifiseer met die sport- en jeugontwikkelingstrategie ten opsigte van dienslewering en implementeer en monitor die korttermynplanne /-doelwitte - Bestuur, hersien en verskaf insette aan die Bestuurder oor langtermynplanne vir die menslike hulpbronne (deelytse werknemers, vrywilligers, ens.) wat nodig is vir die departement - Bestuur en beheer die sleutelprestasie-aanwysers en -uitkomst van personeel (deelytse), vrywilligers, ens.) toegewys aan die Sport- en Jeugontwikkelingseenheid - Implementeer prosedures, stelsels, kontroles en kommunikasiekanale om spesifieke werksekwense wat met die funksionaliteit geassosieer word te reguleer - Koördineer, onderrig en bewusmaking van potensiële sport en jeugontwikkelingsprogramme insluitend risiko's en hanteringstrategieë - Hanteer die implementering van finansiële beheermaatreëls / prosedures en verskaf inligting om finansiële beplanningsreëks te ondersteun - Bestuur die formulering van spesifieke kontrakte en tenderdokumente en beheer kontraktuele verpligtinge ten opsigte van die relevante areas van verantwoordelikheid - Inisieer die samestelling van nuwe korporatiewe / administratiewe verwante beleide en / of veranderinge aan bestaande beleide - Samestelling / verspreiding van funksionele en operasionele inligting / besluite oor doelwitte en huidige ontwikkelings, probleme en beperkings - Bestuur, koördineer en beheer spesifieke prosesse wat verband hou met die implementering, monitering en kommunikasiefases van projekte met betrekking tot die verskillende funksionaliteite - Bestuur en beheer van aktiwiteite en funksies geassosieer met Maatskaplike Ontwikkelingsdienste - Beplan en ontwikkel 'n jaarlikse werkprogram met betrekking tot die goedgekeurde programme / projekte / begroting - Skakel en interaksie met sportrade en ander instellings - Bestuur van die implementering van die Sportontwikkeling Meesterplan, insluitend MIG-befondsde projekte van die munisipaliteit - Bestuur en koördineer die gebruik en instandhouding van die beskikbare sportfasiliteite - Bestuur die uitvoering van sport- en jeugontwikkelings- en opleidingsprogramme - Bestuur voldoening aan relevante en toepaslike wetgewing, beleide en raadsbesluite - Versprei inligting oor besluite, huidige ontwikkelings, probleme en beperkings en/of maak strategiese aanbevelings oor Klientdienste en klagtes - Bestuur en beheer spesifieke administratiewe advertensieverlaggewingvereistes wat verband hou met die sleutelprestasie- en resultaat-aanwysers van die funksionaliteit - Voer enige ander verwante plig uit soos deur die Toesighouer versoek.

Die bevoegdheidsvlak vir hierdie pos is 'n vlak 3 soos bepaal in Bylae A van die Munisipale Persooneelregulasies Staatskennisgewing 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"> Bestuur van Werk Beplanning & Organisering 	<ul style="list-style-type: none"> Fasiliteits Spesifieke Vaardighede Werkplekveiligheid 	<ul style="list-style-type: none"> Interpersoonlike Verhoudings Kommunikasie Diensteleweringsoriëntering 	<ul style="list-style-type: none"> Aksie-oriëntering Volharding Gereedheid vir verandering Leer-oriëntering Probleemoplossing Verantwoordingspligtheid & Etiese gedrag 	<ul style="list-style-type: none"> Rigtingbepaling Impak & Inloed Afrigting & Mentorskap Spanoriëntering

Salaris:	R 349 848 per jaar (T12 van 'n Kategorie 3 Plaaslike Owerheid)
Diensaanvaarding:	01 Julie 2023 of so spoedig moontlik
Navrae:	Mnr D Carolissen by 022 913 6000

ALGEMEEN:

13. '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.
14. Die Munisipaliteit is 'n gelyke geleentheid werkgewer en eerbiedig die bepalings van die Wet op Gelyke Indiensneming.
15. Die Munisipaliteit behou die reg voor om nie 'n aanstelling te maak nie.
16. Alle aanstellings is onderwerpe aan Polisie klaring wat noodwendig beteken dat applikante toestemming verleen dat dit verkry mag word.
17. Aansoeke wat na die sluitingsdatum ontvang word of nie van die dokumentasie hieronder vergesel word nie, sal nie oorweeg word nie.
18. 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.
19. Gunsverwing by enige raadslid en/of enige lid van die aanstellingskomitee en/of enige personeelid van die Munisipaliteit, is ontoelaatbaar en sal aansoekers onmiddellik diskwalifiseer.
20. 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.
21. 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 vakttoets af te lê.
22. 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.
23. **VOORKEUR SAL VERLEEN WORD AAN PLAASLIKE KANDIDATE BINNE BERGRIVIER MUNISIPALE AREA.**
24. 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 kontakbare verwysings (lynbestuurders, ondergeskiktes of eweknieë), vergesel van die voltooid 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. W Terry Thomas (Menslike Hulpbronbeampte: Voorsiening en Administrasie), om haar te bereik nie later nie as die sluitingsdatum.

GEEN FAKSE OF ELEKTRONIESE POS SAL AANVAAR WORD NIE.

SLUITINGSDATUM: WOENSDAG, 29 MAART 2023 OM 16:00

ADV. H LINDE
MUNISIPALE BESTUURDER

MK36 /2023

KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320