



## 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

### **DIRECTORATE: COMMUNITY SERVICES** **(Piketberg, unless stated otherwise)**

#### **PERSONAL ASSISTANT: COMMUNITY SERVICES (PIKETBERG)**

**Requirements:** Grade 12 · One (1) year Secretarial Certificate or equivalent · Code B driver's licence · Administratively orientated · Computer literacy (MS Office Applications) · Proficiency in at least 2 of the official languages of the Western Cape Afrikaans/English/Xhosa (read, write & speak) · Good human relations, interpersonal and communication skills · Ability to give attention to detail · High level of responsibility · Ability to work under pressure · Ability to deal with conflict situations · Ability to maintain confidentiality · Good telephone etiquette · Good sight, speech and hearing ability · Must be physically fit and healthy · Ability to perform manual operations and duties on foot · Must be able to cope with mental stress associated with meeting pre-, undetermined and conflicting deadlines and frequent interruptions in the job, which result from the immediate superior and other staff requiring urgent work, information, etc, combined with telephone enquiries and requests for finalizing reports, correspondence, faxes, minutes, etc. · must work overtime when required · Two (2) years administrative experience.

**Key Performance Areas:** Co-ordinates activities and requirements associated with the Director's office through the application of administrative and secretarial procedures and execution of sequences associated with the communication, planning, prioritization and organization of critical, confidential and important appointments, events/functions and meetings.

**Salary:** R 190 944-00 annually (T10 of a Category 3 Local Authority)

**Date of Acceptance:** 1 June 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 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.

A covering letter with three contactable references, 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 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 Me AG Louw (Manager: Human Resources)** by no later than the closing date. **NO FAXES OR ELECTRONIC APPLICATIONS WILL BE ACCEPTED.**

**CLOSING DATE: FRIDAY, 20 APRIL 2018 AT 15:30**

**ADV H LINDE**  
**MUNICIPAL MANAGER**

**13 CHURCH STREET**  
**P O BOX 60**  
**PIKETBERG**



## BERGRIVIER MUNICIPALITY

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. PERSOONLIKE ASSISTENT: GEMEENSKAPSDIENSTE (PIKETBERG)

**Posvereistes:** Graad 12 · Een (1) jaar Sekretariële Sertifikaat of ekwivalent · Kode B bestuurslisensie · Administratief georiënteerd · Rekenaargeletterdheid (MS Office Applications) · Vaardigheid in ten minste 2 van die amptelike tale van die Wes-Kaap Afrikaans / Engels / Xhosa (lees, skryf en praat) · Goeie menslike verhoudings, interpersoonlike en kommunikasievaardighede · Vermoë om aandag te gee aan besonderhede · Hoë vlak van verantwoordelikheid · Vermoë om onder druk te werk · Vermoë om konfliktsituasies te hanteer · Vermoë om vertroulikheid te handhaaf · Goeie telefoonetiket · Goeie gesig, spraak en gehoorvermoë · Moet fisies fiks en gesond wees · Vermoë om handmatige bedrywighede en pligte te voet te verrig · Moet in staat wees om geestesstres te hanteer wat verband hou met vooraf-, onbepaalde en teenstrydige spertye en gereelde onderbrekings in die werk, wat voortspruit uit die onmiddellike toesighouer en ander personeel wat dringende werk, inligting, ens benodig, gekombineer met telefoonnavrae en versoeke vir die finalisering van verslae, korrespondensie, fakse, notules, ens . · moet oortyd werk wanneer nodig · Twee (2) jaar administratiewe ondervinding.

**Sleutel prestasie areas:** Koördineer aktiwiteite en vereistes wat met die Direkteur se kantoor geassosieer word deur die toepassing van administratiewe en sekretariële prosedures en uitvoering van take wat verband hou met die kommunikasie, beplanning, prioritisering en organisasie van kritiese, vertroulike en belangrike aanstellings, gebeure / funksies en vergaderings.

**Salaris:** R 190 944-00 per jaar (T10 van 'n Kategorie 3 Plaaslike Owerheid)

**Diensaanvaarding:** 1 Junie 2018 of 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. 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 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 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.

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**SLUITINGSDATUM VIR ALLE AANSOEKE: VRYDAG, 20 APRIL 2018 OM 15:30**

