



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)

PRINCIPAL CLERK: E-NATIS (VELDDRIF)

Post Requirements: Grade 12 · Code B Driver's License · Proficiency in at least two (2) of the official languages of the Western Cape (Afrikaans/English/Xhosa - Speak, Read and Write) · Computer literacy (MS Office applications) · Good organising skills, human relations, interpersonal and communication skills · Ability to work under pressure · High level of responsibility and ability to give attention to detail · Problem-solving and negotiation skills · Good team working skills · Excellent time management and administrative skills · Grade L Diploma and E-Natis Certificate of Attendance will be to your benefit · One (1) year relevant experience of the key performance areas

Key Performance Areas: Responsible for performing specific administrative tasks associated with the processing of vehicle/drivers' licensing and registration applications and payments · Conducting eye testing sequences · Reconciling of cash transactional recordings and deposits and provision of information and/or guidance on procedural requirements to the public to that ensure customer requirements are promptly and professionally attended to in accordance with laid down departmental guidelines and procedures

Salary: R 133 776.00 annually (T07 of a Category 3 Local Authority)

Date of acceptance: 01 August 2018 or as soon as possible

Enquiries: Mr C A Cornelissen 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) 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: 15:30 ON FRIDAY, 08 JUNE 2018

ADV H LINDE
MUNICIPAL MANAGER

MN 73/2018

13 CHURCH STREET
P O BOX 60
PIKETBERG
7320



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)**

HOOFKLERK: E-NATIS (VELDDRIF)

Posvereistes: · Graad 12 · Kode B Bestuurderslisensie · Vaardigheid in ten minste twee (2) van die amptelike tale van die Wes-Kaap (Afrikaans / Engels / Xhosa - Praat, Lees en Skryf) · Rekenaar geletterdheid (MS Office-toepassings) · Goeie organiseringsvaardighede, menslike verhoudings, interpersoonlike en kommunikasievaardighede · Vermoë om onder druk te werk · Hoë vlak van verantwoordelikheid en vermoë om aandag te gee aan detail · Probleemoplossings- en onderhandelingsvaardighede · Goeie spanwerkvaardighede · Uitstekend tydbestuur en administratiewe vaardighede · Graad L Diploma en E-Natis Sertifikaat van Bywoning sal tot u voordeel strek · Een (1) jaar relevante ervaring van die sleutelprestasie-areas

Sleutel prestasie areas: Verantwoordelik vir die uitvoer van spesifieke administratiewe take wat verband hou met die verwerking van voertuig- en bestuurderslisensie- en registrasie-aansoeke en betalings. · Voer oogtoetse uit · Rekonsiliasie van kontant transaksies en deposito's en voorsiening van inligting en / of leiding oor prosedurele vereistes aan die publiek om verseker dat die kliënt se vereistes stiptelik en professioneel nagekom word in ooreenstemming met departementele riglyne en prosedures.

Salaris: R 133 776.00 per jaar (T07 van 'n Kategorie 3 Plaaslike Owerheid)

Diensaanvaarding: 01 Augustus 2018 of so spoedig moontlik

Navrae: Mnr C Cornelissen 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 vakoets 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, 08 JUNIE 2018 OM 15:30

ADV. H LINDE
MUNISIPALE BESTUURDER

MK73/2018

KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320