



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: TECHNICAL SERVICES **(Piketberg, unless stated otherwise)**

TECHNICIAN: CIVIL ENGINEERING SERVICES (PIKETBERG)

Requirements: National Diploma in Civil Engineering relating to project management · Code B driving license · Proficiency in at least 2 of the official languages of the Western Cape (Afrikaans, English or Xhosa) · Good supervision, 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 · Computer literate in office applications · Financial control skills · Three (3) years civil engineering experience.

Key Performance Areas: Plan, design, implement and provide information on the principles and applications associated with structural forms and efficiencies applicable minor civil engineering construction projects to ensure services are constructed in accordance with the required specifications · Render technical advice and support during the implementation of civil engineering projects (e.g. water, sewerage, road or storm water) to ensure that construction work is done efficiently · Apply quality control measures and sequences in order to ensure that projects are carried out in accordance with laid down standards and specifications · Provide technical advice and support on the operation and maintenance of water and waste water treatment work to ensure standards are adhered to and infrastructure are maintained · Deal with technical related financial reports, financial grant applications and statistical data to ensure compliance · Administration of a construction site by applying sound administrative practices in order to keep updated records of all activities and information pertaining to the project's implementation · Responsible for Health and Safety compliance with statutory regulations during projects which includes protocols and procedures in order to minimise any accidents and/or injuries and to maintain a healthy and safe working environment for all · Keep records and statistics in relation to waste removal services, water usage and waste water effluent to ensure proper planning of infrastructure and resources to enhance proper service delivery in accordance with service standards · Perform any other related duty as requested by the supervisor · Required to work outside normal working hours during emergencies and planned overtime. · Must perform duties in the whole area of the municipality · To provide civil engineering support services to the municipality e.g.:

- Plan, design, implement and perform project management activities in relation to minor civil engineering projects throughout the municipality in accordance with laid down policies and procedures;
- Oversee the execution and finalisation of projects in accordance with deadlines and budgets;
- Direct and execute financial and administrative procedures and processes associated with projects including projects funded through external grants e.g MIG
- Provide technical advice on the operation and maintenance of water and waste water treatment works.
- Compile reports according the Green-, Blue-, No Drops standards;
- Keep record related to refuse, water, sewage statistics usages and;
- Monitoring and reporting of the municipality's vehicle tracking system / equipment on municipal fleet.

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

Date of Acceptance: 1 August 2018 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.

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: FRIDAY, 18 MAY 2018 AT 15:30

**ADV H LINDE
MUNICIPAL MANAGER**

MN67/2018

**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.

DIREKTORAAT: TEGNIESE DIENSTE
(Standplaas Piketberg, tensy anders gemeld)

TEGNIKUS: SIVIELE INGENIEURSDIENSTE (PIKETBERG)

Posvereistes: Nasionale Diploma in Siviele Ingenieurswese met betrekking tot projekbestuur · Kode B bestuurslisensie · Vaardigheid in ten minste 2 van die amptelike tale van die Wes-Kaap · Goeie toesig, menslike verhoudings, interpersoonlike en kommunikasievaardighede · Vermoë om aandag te gee aan detail · Hoë vlak van verantwoordelikhede · Vermoë om onder druk te werk · Vermoë om konfliktsituasies te hanteer · Rekenaarvaardigheid in kantoortoepassings · Finansiële beheervaardighede · Drie (3) jaar siviele ingenieurswese-ervaring.

Sleutel prestasie areas: Beplan, ontwerp, implementeer en verskaf inligting oor die beginsels en toepassings wat verband hou met strukturele vorms en doeltreffendhede. Toepaslike kleiner siviele ingenieurswese-konstruksieprojekte om te verseker dat dienste opgestel word ooreenkomstig die vereiste spesifikasies. · Tegniese advies en ondersteuning lewer tydens die implementering van siviele ingenieursprojekte. bv. water, riool, pad of stormwater) om te verseker dat konstruksiewerk doeltreffend gedoen word. · Pas gehaltebeheermaatreëls en -reekse toe ten einde te verseker dat projekte uitgevoer word ooreenkomstig die standaarde en spesifikasies. · Voorsien tegniese advies en ondersteuning op die operasie en instandhouding van water- en afvalwaterbehandelingswerk om te verseker dat standaarde nagekom word en infrastruktuur gehandhaaf word · Behandel met tegniese verwante finansiële verslae, finansiële toekenningsaansoeke en statistiese data om nakoming te verseker · Bestuur van 'n konstruksieterrein deur die toepassing van klankadministrasie e-praktyke ten einde opgedateerde rekords te hou van alle aktiwiteite en inligting rakende die projek se implementering. · Verantwoordelik vir Gesondheid en Veiligheid nakoming van statutêre regulasies tydens projekte wat protokolle en prosedures insluit ten einde ongelukke en / of beserings te verminder en om 'n gesonde gesondheid en veilige werksomgewing vir almal te skep · Hou rekords en statistieke in verband met afvalverwydering, watergebruik en afvalwaterafvoer om behoorlike beplanning van infrastruktuur en hulpbronne te verseker om behoorlike dienslewering te verbeter in ooreenstemming met diensstandaarde. · Doen enige ander verwante diens soos versoek deur die toesighouer · Benodig om buite normale werksure te werk tydens noodgevalle en beplande oortyd. · moet pligte verrig in die hele munisipale gebied · om siviele ingenieursdienste aan die munisipaliteit te voorsien, byvoorbeeld:

- Beplan, ontwerp, implementeer en voer projekbestuursaktiwiteite ten opsigte van kleiner siviele ingenieursprojekte regdeur die munisipaliteit ooreenkomstig neergelegde beleide en prosedures;
- Toesig te hou oor die uitvoering en finalisering van projekte ooreenkomstig sperdatums en begrotings;
- Uitvoer van finansiële en administratiewe prosedures en prosesse wat verband hou met projekte, insluitende projekte befonds deur eksterne toelaes, bv. MIG;
- Tegniese advies oor die bedryf en instandhouding van water- en afvalwaterbehandelingswerke.
- Opstel van verslae volgens die groen-, blou-, geen-druppelstandaarde;
- Rekordhouding ten op sigte van alle siviele ingenieursdienste;
- Monitering en rapportering van die munisipaliteit se voertuigopspringstelsel / toerusting op munisipale vloot.

Salaris: R 266 124-00 per jaar (T12 van 'n Kategorie 3 Plaaslike Owerheid)

Diensaanvaarding: 1 Augustus 2018 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, 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. Gunswering 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 vaktoets af te lê.

'n Dekbrief met vermelding van ten minste drie kontakbare verwysings, vergesel van die voltooiide 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, 18 MEI 2018 OM 15:30

**ADV. H LINDE
MUNISIPALE BESTUURDER**

MK67/2018

**KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320**