



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

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

#### **1. FOREPERSON: FACILITIES MANAGEMENT (VELDDRIF)**

**Requirements:** Grade 12 with a technical and preferably horticultural background · Code EC driving license · Proficiency in at least 2 of the official languages of the WC (read, write & speak) · High level of responsibility · Ability to give attention to detail · Good supervision, human relations, interpersonal and communication skills · Required to work outside normal working hours during emergencies and planned overtime · Four to five (4-5) year relevant experience in key performance areas.

**Key Performance Areas:** Coordinates and controls activities associated with the provisioning and maintaining of parks and cemeteries including gardens, sport grounds and public amenities through coordinating and controlling operational activities, performing of supervisory and administrative duties related to the functionality supporting the accomplishment of service delivery objectives · Directs and controls the Key Performance Indicator's and outcomes of personnel within the Section · Implements procedures, systems and controls to regulate specific work sequences associated with the functionality · Co-ordinates and controls the work sequences, programmes and outcomes associated with the maintenance of parks, gardens and open spaces · Co-ordinates activities and procedures associated with monitoring personnel, services and the status/ general condition of Public Amenities · Co-ordinates activities and procedures associated with monitoring personnel, services and the status/ general condition of the cemeteries facilities · Co-ordinates and controls the work sequences, programmes and outcomes associated with the maintenance of sports grounds and recreational facilities · Co-ordinates specific administrative and reporting requirements associated with the key performance and result indicators of the functionality · Monitors and supervises utilization, application and maintenance of machinery, equipment, tools and material · Report to the Supervisor on problems encountered whilst performing the prescribed duties attached to the post to ensure timeous resolutions to problems and continuous service delivery.

**Salary:** R 225 408-00 annually (T11 of a Category 3 Local Authority)

**Date of acceptance:** 01 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. 022 913 6000 or on the municipality's website [www.bergmun.org.za](http://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 P O Box 60, Piketberg 7320 for the attention of Ms AG Louw (Manager: Human Resources)** by no later than the closing date. **NO**

ADV H LINDE  
MUNICIPAL MANAGER

MN47/2018

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: GEMEENSKAPSDIENSTE** **(Standplaas Piketberg, tensy anders gemeld)**

#### **1. VOORPERSOON: FASILITEITSBESTUUR (VELDDRIF)**

**Vereistes:** Graad 12 met 'n tegniese en verkieslik tuinboukundige agtergrond · Kode EC bestuurderslisensie · Vaardigheid in ten minste 2 van die amptelike tale van die WK (lees, skryf en praat) · Hoë vlak van verantwoordelikheid · Vermoë om aandag te gee aan besonderhede · Goeie toesig, menslike verhoudings, interpersoonlike en kommunikasievaardighede · Nodig om buite normale werksure te werk tydens noodgevalle en beplande oortyd · Vier tot vyf (4-5) jaar relevante ondervinding in die sleutel prestasie areas.

**Sleutel prestasie areas:** Koördineer en beheer aktiwiteite wat verband hou met die voorsiening en instandhouding van parke en begraaftplase, insluitend tuine, sportgronde en openbare geriewe deur operasionele aktiwiteite te koördineer en te beheer, toesighoudende en administratiewe pligte te verrig wat verband hou met die funksionaliteit wat die lewering van diensleweringdoelwitte ondersteun. die sleutelprestasie-aanwyser en uitkomste van personeel binne die afdeling · Implementeer prosedures, stelsels en kontroles om spesifieke werksreekse wat met die funksionaliteit verband hou, te reguleer. · Koördineer en beheer die werksreekse, programme en uitkomste wat verband hou met die instandhouding van parke, tuine en oop ruimtes · Koördineer aktiwiteite en prosedures wat verband hou met moniteringpersoneel, dienste en die status / algemene toestand van openbare geriewe · Koördineer aktiwiteite en prosedures wat verband hou met monitering van personeel, dienste en die status / algemene toestand van die begraaftplase fasiliteite · Koördineer en beheer die werksreekse, programme en uitkomste wat verband hou met die instandhouding van sportgronde en ontspanningsfasiliteite. · Koördineer spesifieke administratiewe en verslagdoeningvereistes wat verband hou met die sleutelprestasie- en resultaat-aanwysers van die funksionaliteit. · Moniteer en toesig. gebruik, aanwending en instandhouding van masjinerie, toerusting, gereedskap en materiaal. · Verslag aan die Toesighouer oor probleme wat ondervind word tydens die uitvoering van die voorgeskrewe pligte by die pos om tydigte besluite te neem oor probleme en deurlopende dienslewering.

**Salaris:** R 225 408-00 per jaar (T11 van 'n Kategorie 3 Plaaslike Owerheid)

**Diensaanvaarding:** 01 Junie 2018 of so spoedig moontlik

**Navrae:** Mnr DA Josephus by (022) 913 6000

#### **ALGEMEEN:**

10. '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.
11. Die Munisipaliteit is 'n gelyke geleentheid werkgewer en eerbiedig die bepalinge van die Wet op Gelyke Indiensneming.
12. Die Munisipaliteit behou die reg voor om nie 'n aanstelling te maak nie.
13. Alle aanstellings is onderwerpe aan Polisie klaring wat noodwendig beteken dat applikante toestemming verleen dat dit verkry mag word.
14. Aansoeke wat na die sluitingsdatum ontvang word of nie van die dokumentasie hieronder vergesel word nie, sal nie oorweeg word nie.
15. 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.
16. 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.
17. 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.
18. 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](http://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, 20 APRIL 2018 OM 15:30**

ADV. H LINDE  
MUNISIPALE BESTUURDER

MK47/2017

KERKSTRAAT 13  
POSBUS 60  
PIKETBERG  
7320