



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)

SUPERVISOR/DRIVER: PARKS (VELDDRIF)

Requirements: Grade 10 · Code EB driving license · High level of responsibility · Ability to give attention to detail · Good supervision, human relations, interpersonal and communication skills · Proficiency in at least 2 of the official languages of the Western Cape (Speak, Read, Write) · One (1) year's relevant experience of the key performance areas

Key Performance Areas: Performs tasks/activities at the Depot prior to and on completion of allocated maintenance assignments · Monitors and controls procedural applications associated with the maintenance of parks, cemeteries, sports grounds and facilities · Monitoring the maintenance of sport fields and the cleaning of drainage systems · Co-ordinates and monitors sequences associated with the preparation of burial sites · Maintenance of parks and open spaces · Supervises and controls the activities of personnel and associated tasks related to the maintenance of community halls · Supervises and controls the activities of personnel and associated tasks · Performs specific tasks associated with the operation of vehicles during maintenance activities · co-ordinates specific administrative and reporting requirements · Monitors and supervises utilization, application and maintenance of machinery, equipment, tools and material to ensure optimal work performance · Incumbent are required to work outside of normal working hours during emergencies and planned overtime · Must be able to perform duties in the whole area of the municipality when required · Ensure constant compliance with occupational health and safety issues and procedures.

Salary: R204 312-00 per annum (T10 of a Category 3 Local Authority)

Date of acceptance: 1 January 2019 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 applicants will be subjected to police clearance with the consent of the applicant.
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 Mr JWA Kotzee (Director: Corporate Services) by no later than the closing date. **NO FAXES OR ELECTRONIC APPLICATIONS WILL BE ACCEPTED.**

CLOSING DATE: 15:30 ON THURSDAY, 22 NOVEMBER 2018

ADV H LINDE
MUNICIPAL MANAGER

MN179/2018

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 vakatures en aansoeke word ingewag van bevoegde persone wat aan die gestelde minimum posvereistes voldoen.

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

TOESIGHOUER/DRYWER: PARKE (VELDDRIF)

Posvereistes: Graad 10 · Geldige kode EB bestuurderslisensie · Hoë vlak van verantwoordelikheid · Vermoë om op fynere besonderhede te let · Goeie toesighouding, menslike verhoudings, interpersoonlike en kommunikasie vaardighede · Bevoegdheid in ten minste twee van die amptelike tale van die Wes-Kaap (Skryf, lees en praat) · Een (1) jaar toepaslike ervaring in sleutel prestasie areas.

Sleutel prestasie areas: Doen take / aktiwiteite by die Depot voor en na afloop van toegewysde instandhoudingsopdragte. · Monitor en beheer prosedure-toepassings wat verband hou met die instandhouding van parke, begraafters, sportterreine en fasiliteite. · Monitering van die instandhouding van sportvelde en die skoonmaak van dreineringsstelsels. · Koördineer en monitor die volgorde wat verband hou met die voorbereiding van begraafters · Onderhoud van parke en oop ruimtes · Beheer en hou toesig die aktiwiteite van personeel en verwante take in verband met die instandhouding van gemeenskapsale · Beheer en toesighouding van aktiwiteite van personeel en verwante take · Voer spesifieke take wat verband hou met die werking van voertuie tydens instandhoudingsaktiwiteite · koördineer spesifieke administratiewe en verslagdoening vereistes · monitor en toesig oor die gebruik, toepassing en instandhouding van masjinerie, toerusting, gereedskap en materiaal om optimale werksprestasie te verseker buite normale werksure tydens noodgevallen en beplande oortyd · Moet in staat wees om pligte in die hele gebied van die munisipaliteit te verrig wanneer dit nodig is · Verseker voortdurend voldoening aan beroepsgeestes en veiligheidskwessies en -prosedures.

Salaris: R204 312-00 per jaar (T10 van 'n Kategorie 3 Plaaslike Owerheid)

Diensaanvaarding: 01 Januarie 2019 so spoedig moontlik

Navrae: Mnr D Carolissen 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 bepalings 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 personeel van die Munisipaliteit, is ontoelaatbaar en sal aansoekers onmiddellik diskwalifiseer.
17. 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.
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 vakttoets af te lê.

'n Dekbrief met vermelding van ten minste drie kontakbare verwysings, vergesel van die voltooiende 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 Mnr. JWA Kotzee (Direkteur: Korporatiewe Dienste)**, om hom te bereik nie later nie as die sluitingsdatum. **Geen fakse of elektroniese pos sal aanvaar word nie.**

SLUITINGSDATUM VIR ALLE AANSOEKE: DONDERDAG, 22 NOVEMBER 2018 OM 15:30

ADV. H LINDE
MUNISIPALE BESTUURDER

MK179/2018

KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320