



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

RE-ADVERTISE

DIRECTORATE: COMMUNITY SERVICES (VELDDRIF)

APPLICANTS WHO HAVE ALREADY APPLIED FOR THIS JOB THAT WAS ADVERTISED IN AUGUST 2019 DO NOT HAVE TO APPLY AGAIN.

1. FOREPERSON: FACILITIES MANAGEMENT (VELDDRIF)

Requirements: Grade 12 with a technical and preferably horticultural background · **CODE C1 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 · Conflict handling skills · Ability to work under pressure · Required to work outside normal working hours during emergencies and planned overtime · Two (2) years 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 · Reports 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 256 872-00 annually (T11 of a Category 3 Local Authority)

Date of acceptance: 01 October 2019 or as soon as possible

Enquiries: Ms I van Wyk 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) 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. W Terry Thomas (Human Resources Officer: Provisioning and Administration)** by no later than the closing date. **NO FAXES OR ELECTRONIC APPLICATIONS WILL BE ACCEPTED.**

CLOSING DATE: FRIDAY, 20 DECEMBER 2019 AT 15:00

**ADV H LINDE
MUNICIPAL MANAGER**

MN152/2019

**13 CHURCH STREET
P O BOX 60
PIKETBERG
7320**