



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)

RESORT ATTENDANT STYWELYNE (VELDDRIF)

Requirements: Proficiency in at least two of the official languages of the Western Cape (Read, Write and Speak) • Ability to perform basic calculations • High level of responsibility • Required to work outside normal working hours during emergencies and planned overtime • Must perform duties in the whole of the Municipality when required • Twelve (12) months relevant experience.

Key Performance Areas: Undertakes activities associated with maintaining the cleanliness and maintenance of the resort surrounding and chalets, washing and wiping ceramic surfaces and floors and cleaning and disinfecting ablution units, and performing general labouring duties in accordance with laid down instructions • Undertakes specific tasks/activities associated with maintaining the cleanliness of the resort, chalets and recreation hall • Attends to the storage and care of cleaning tools/equipment • Performs any other related duty as requested by the Supervisor.

Salary: R 99 984.00 annually (T04 of a Category 3 Local Authority)

Date of acceptance: 01 December 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 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 Mrs. 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, 04 OCTOBER 2019 AT 15:00

**ADV H LINDE
MUNICIPAL MANAGER**

MM170/2019

**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 in Piketberg en ongeveer een 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)**

WERKER: STRANDOORDE STYWELYNE (VELDDRIF)

Vereistes: Bevoegdheid in ten minste twee van die amptelike tale van die Wes-Kaap (skryf, lees en praat) · Vermoë om basiese berekeninge uit te voer · Hoë vlak van verantwoordelikheid · Vereis om buite normale werksure te werk tydens noodgevalle en beplande oortyd · Moet pligte in die hele Munisipaliteit uitvoer wanneer dit vereis word · Twaalf (12) maande toepaslike ondervinding.

Sleutel prestasie areas: Onderneem aktiwiteite wat verband hou met die handhawing van die netheid en instandhouding van die oord rondom en chalets, was wasgoed, vee keramiek oppervlaktes, vloere, skoonmaak, ontsmet ablusie eenhedee, en die uitvoering van algemene arbeidsverpligtinge in ooreenstemming met neergelê instruksies · Onderneem spesifieke take/aktiwiteite wat verband hou met die handhawing van die netheid van die oord, chalets en die ontspanningssaal · Verantwoordelik vir die stoor en versorging van gereedskap/toerusting · Voer enige ander verwante plig uit soos versoek word deur die Toesighouer.

Salaris: R 99 984.00 per jaar (T04 van 'n Kategorie 3 Plaaslike Owerheid)

Diensaanvaarding: 01 Desember 2019 of so spoedig moontlik

Navrae: Mnr D Carolissen 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 begrip 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 onderworpe aan Polisie verklaring wat noodwendig beteken dat applikante toestemming verleen dat dit verkry mag word.
5. Aansoeke wat na die sluitingsdatum ontvang word of nie vergesel van die dokumentasie hieronder genoem 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 hul aansoek onsuksesvol was.
7. Gunswerwing 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 posbekteers 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 sekerheidsverklaring 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 voltooië 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 Mev. W Terry Thomas**, om haar te bereik teen nie later nie as die sluitingsdatum. **GEEN FAKSE OF ELEKTRONIESE POS SAL AANVAAR WORD NIE.**

SLUITINGSDATUM VIR ALLE AANSOEKE: VRYDAG 04 OKTOBER 2019 OM 15:00

ADV. H LINDE
MUNISIPALE BESTUURDER

MK170/2019

KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320