



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 a 90 minutes' drive from Cape Town currently has the following vacancy and awaits applications from competent persons who comply with the minimum job requirements. (Women and persons with disabilities are encouraged to also apply.)

PLEASE NOTE THAT ONLY ELECTRONIC APPLICATIONS WILL BE ACCEPTED.

VACANCY INTERNAL & EXTERNAL APPLICATIONS WILL BE CONSIDERED

RE-ADVERTISE:

IT ASSISTANT: HELPDESK (PIKETBERG)

DIRECTORATE: CORPORATE SERVICES

REF: KD32/081/PB

Qualifications: Microsoft Certified Solutions Associate (MCSA)
A+ Technicians Course
N+ Technicians Course

Experience: One (1) – Two (2) years' relevant experience

Requirements: Knowledge of computer networks, hardware, software, and peripheral devices · Code B driver's licence · Proficiency in at least two (2) of the official languages of the Western Cape (Afrikaans / English / isiXhosa - Speak, Read, Write) · Good 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 · Must work overtime/do standby · Must perform duties in any area within the jurisdiction of the municipality · Must be physically fit and able to perform manual operations and duties on foot · Ability to meet frequent pre-,undetermined and conflicting deadlines and interruptions in the job with resulting decisive action to deal with critical issues, including peak periods · Good sight, hearing and speech ability

Job purpose: Performs tasks and activities associated with the provisioning of information and technology communication, maintenance and administrative support services ensuring optimum and uninterrupted functionality of information technology operating systems and applications within the Municipality

Key Performance Areas: Provides support associated with the implementation, installation and maintenance of hardware/software systems · Provides support associated with the capability of application software, peripheral devices, connectivity and / or functionality of operating software and hardware devices to ensure that end user requirements are attended to enabling uninterrupted information flow and optimum system functionality within the Municipality · On request of the Head IT and Archives, provides recommendations pertaining to information systems, hardware / software and / or capacitates end users on specific applications by developing procedures, standards and guidelines to ensure uniformity and consistency of format to ensure that opportunities to enhance the capabilities of current systems · Performs specific operational activities associated with the functionality to ensure that instructions are complied with and administrative records are maintained in accordance with departmental guidelines · Performs specific system maintenance / administrating activities associated with the functionality to ensure that information technology systems are maintained and functional for usage by end users · Maintain personal computers for the Municipality · Administrates an IT Helpdesk and monitoring systems · Administer Council's telephone system to ensure effective communication internally and externally to promote effective service delivery · Maintain and do installations on computer network tools to ensure effective maintenance and installation on computer networks · Train all users in the municipality to ensure users are able to use systems and computers effectively · Attend to correspondence and enquiries applicable to the ICT support functionality to ensure sound administrative practices · Setting up camera, sound and recording equipment for broadcasting live video content over the internet on YouTube and other streaming platforms of Council meetings and Public Participated Meetings · Responsible to take part in the Municipality's Performance Management and Development System

The Competency Framework for this position is an Information Technology Competency Level 1 as stipulated in Annexure A of the Municipal Staff Regulations Government Notice R890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies:

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
• Business Communication • Organisational Awareness • Consulting • Planning & Organising • Monitor & Control • Negotiation • Oral Communication • Written Communication	• Information Strategy • Advice & Guidance • Business & IS&T Planning • Technical Strategy & Planning • Business Change Management • Data Conversion • Operations • Installation & Integration • User Support	• Interpersonal Relationships • Communication • Service Delivery Orientation	• Action & Outcome Orientation • Resilience • Cognitive Ability • Learning Orientation	• Impact & Influence • Team Orientation • Direction Setting • Coaching & Mentoring

Salary:	R 308 736.00 per annum (T10 of a Category 3 Local Authority)
Date of acceptance:	01 November 2026 or as soon as possible
Enquiries:	Mr. S Lesch 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 homeowners 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 subject to a Police clearing; which means that by applying for a position at the Municipality, you give us permission to obtain a Police clearance.
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.
10. The municipality respects the conditions of the Protection of Personal Information Act. By submitting your information and application you confirm that the information you have provide to us is true, correct and up to date.
11. **Preference will be given to local candidates within the Bergvriër Municipal area (WC013).**
12. Successful candidates will be expected to sign a contract of employment, disclosure of benefits and interest and a performance contract (where applicable) with the employer.

The electronic application form is available on the Municipality's website, www.bergmun.org.za and the following documents must be uploaded with your application: certified copies (not older than 6 months) of the necessary qualification certificates, ID document, Drivers Licence, a Curriculum Vitae (Maximum of 3 pages) and at least two (2) contactable references (managers, subordinates or peers).

You should note that the Municipality does not accept responsibility for applications that are received late or not at all. It remains your responsibility to ensure that your electronic application reaches the Municipality before the closing date.

CLOSING DATE: TUESDAY, 11 AUGUST 2026 AT 16:00

ADV H LINDE
MUNICIPAL MANAGER

MK 147/2026

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.

Bergrivier Munisipaliteit, met sy hoofkantoor te Piketberg en ongeveer 90-minute vanaf Kaapstad, beskik tans oor die volgende vakature en aansoeke word ingewag van bevoegde persone wat aan die gestelde minimum posvereistes voldoen. (Vroue en persone met gestremdhede word aangemoedig om ook aansoek te doen.)

NEEM KENNIS DAT SLEGS ELEKTRONIESE AANSOEKE OORWEEG SAL WORD.

VAKATURE INTERNE & EKSTERNE AANSOEKE SAL OORWEEG WORD

HER-ADVERTEER:

IT ASSISTENT : HELPDESK (PIKETBERG)

DIREKTORAAT: KORPORATIEWE DIENSTE

VERW: KD32/081/PB

Kwalifikasie: Microsoft Gesertifiseerde Oplossingsassosiaat (MCSA)
A+ Tegnici Kursus
N+ Tegnici Kursus

Ondervinding: Een (1) – Twee (2) jaar relevante ervaring

Posvereistes: Kennis van rekenaarnetwerke, hardware, sagteware en perifere toestelle · Kode B bestuurslisensie · Vaardigheid in ten minste twee (2) van die amptelike tale van die Wes-Kaap (Afrikaans / Engels / isiXhosa – Praat, Lees, Skryf) · Goeie menslike verhoudinge-, interpersoonlike- en kommunikasievaardighede · Vermoë om aandag te gee aan besonderhede · Hoë vlak van verantwoordelikheid · Vermoë om onder druk te werk · Vermoë om konflik situasies te hanteer · Moet oortyd / waarneming doen · Moet pligte in enige area binne die jurisdiksie van die munisipaliteit verrig · Moet fisies fiks wees en in staat wees om handmatige take en pligte te verrig · Vermoë om gereelde voorafbepaalde en botsende sperdatums en onderbrekings in die werk te hanteer, met daaropvolgende beslissende aksie om kritieke aangeleenthede te hanteer, insluitend spitsstye · Goeie sig-, gehoor- en spraakvermoë

Posdoel: Voer take en aktiwiteite uit wat verband hou met die verskaffing van inligting en tegnologiekommunikasie, onderhoud en administratiewe ondersteuningsdienste, en verseker optimale en ononderbroke funksionaliteit van inligtingstegnologie-bedryfstelsels en toepassings binne die Munisipaliteit

Sleutelprestasie-areas: Verskaf ondersteuning wat verband hou met die vermoë van toepassingsagteware, randtoestelle, konektiwiteit en / of funksionaliteit van bedryfstelsels en hardewaretoestelle om te verseker dat eindgebruikervereistes aangespreek word, wat ononderbroke inligtingsvloei en optimale stelselfunksionaliteit binne die Munisipaliteit moontlik maak · Op versoek van die Hoof: IT en Argiewe, verskaf aanbevelings rakende inligtingstelsels, hardeware / sagteware en/of bemagtig eindgebruikers op spesifieke toepassings deur prosedures, standaarde en riglyne te ontwikkel om eenvormigheid en konsekwentheid van formaat te verseker, en om geleenthede te identifiseer om die vermoëns van bestaande stelsels te verbeter · Verrig spesifieke operasionele aktiwiteite wat verband hou met funksionaliteit om te verseker dat instruksies nagekom word en dat administratiewe rekords in ooreenstemming met departementele riglyne bygehou word · Verrig spesifieke stelsel-instandhoudings- en administratiewe aktiwiteite wat verband hou met funksionaliteit om te verseker dat inligtingstegnologiesistelsels instand gehou word en funksioneel is vir gebruik deur eindgebruikers · Onderhou persoonlike rekenaars vir die Munisipaliteit · Administreer 'n IT-hulptoonbank (Helpdesk) en moniteringstelsels · Administreer die Raad se telefoonstelsel om effektiewe interne en eksterne kommunikasie te verseker en effektiewe dienslewering te bevorder · Onderhou en doen installasies op rekenaarnetwerkgereedskap om effektiewe instandhouding en installasie van rekenaarnetwerke te verseker · Lei alle gebruikers in die Munisipaliteit op om te verseker dat gebruikers stelsels en rekenaars effektief kan gebruik · Hanteer korrespondensie en navrae wat van toepassing is op die IKT-ondersteuningsfunksie om gesonde administratiewe praktyke te verseker · Stel kamera-, klank- en opname-toerusting op vir die uitsaai van regstreekse videoinhoud oor die internet op YouTube en ander stroomplatforms van Raadsvergaderings en Openbare Deelnemingsvergaderings · Neem verantwoordelik deel aan die Munisipaliteit se Prestasiebestuurs- en Ontwikkelingstelsel

Die Bevoegdheidsvlak vir hierdie pos is 'n Inligting Tegnologie Bevoegdheidsvlak 1 soos bepaal in Bylae A van die Munisipale Personeelregulasies Staatskennisgewing R890 soos afgekondig in die Staatskoerant 45181 soos gedateer op 20 September 2021 en bestaan uit die volgende bevoegdhede:

Kern Professionele Bevoegdhede	Funksionele Bevoegdhede	Bevoegdhede t.o.v Openbare Diensoriëntering	Persoonlike Bevoegdhede	Bestuur / Leierskap Bevoegdhede
- Besigheidskommunikasie - Organisatoriese bewustheid - Konsultasie - Beplanning & organisering - Monitering & Beheer - Onderhandeling - Mondelinge kommunikasie - Geskrewe kommunikasie	- Inligtingstrategie - Advies en Leiding - Besigheids- en Inligtingstelsels- en Tegnologie (IS&T)-beplanning - Tegniese Strategie en Beplanning - Bestuur van Besigheidsverandering - Dataomskakeling - Bedrywighede Installasie en Integrasie - Gebruikerondersteuning	- Interpersoonlike verhoudings - Kommunikasie - Diensleweringsoriëntasie	- Aksie- & Uitslag oriëntasie - Volharding - Kognitiewe vermoë - Leeroriëntasie	- Impak en invloed - Spanoriëntering - Rigtingbepaling - Afrigting en mentorskap

Salaris:	R 308 736.00 per jaar (T10 van 'n Kategorie 3 Plaaslike Owerheid)
Diensaanvaarding:	01 November 2026 of so spoedig moontlik
Navrae:	Mnr. S Lesch by 022 913 6000

ALGEMEEN:

- '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, insluitend 'n behuisingstoelae vir huiseienaars, onderhewig aan sekere voorwaardes.
- Die Munisipaliteit is 'n gelyke geleentheid werkgewer en eerbiedig die bepalinge van die Wet op Gelyke Indiensneming.
- Die Munisipaliteit behou die reg voor om nie 'n aanstelling te maak nie.
- Alle aanstellings is onderworpe aan Polisie klaring wat noodwendig beteken dat applikante toestemming verleen dat dit verkry mag word.
- Aansoeke wat na die sluitingsdatum ontvang word of nie vergesel van die dokumentasie hieronder genoem nie, sal nie oorweeg word nie.**
- 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.
- 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.
- Benewens die minimum posvereistes en standplaas hierin gestel, mag daar van posbekteërs 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.
- Aanstelling in sekere poste is onderhewig aan 'n sekerheidsklaring en daar sal ook van aansoekers verwag word om 'n onderhoud- en evalueringproses te deurloop en waar van toepassing, 'n vakttoets af te lê.
- Die munisipaliteit eerbiedig die bepalinge van die Wet op die Beskerming van Persoonlike Inligting. Met die inhandiging van u informasie en aansoek bevestig u dat die inligting wat u aan ons verskaf korrek is en 'n ware weergawe van u mees onlangse inligting.
- Voorkeur sal aan plaaslike kandidate binne Berggrivier Munisipale area (WC013) verleen word**
- Daar sal van suksessvolle kandidate verwag word om 'n dienskontrak, openbaarmaking van voordele en belange en 'n prestasiekontrak (waar van toepassing) met die werkgewer te onderteken

Die elektroniese aansoekvorm is beskikbaar op die Munisipaliteit se webwerf, www.bergmun.org.za, en die volgende dokumente moet saam met u aansoek opgelaa word: gesertifiseerde afskrifte (nie ouer as 6 maande nie) van die nodige kwalifikasiesertifikate, ID-dokument, bestuurslisensie, 'n Curriculum Vitae (maksimum 3 bladsye) en ten minste twee (2) kontakbare verwysings (bestuurders, ondergeskikte of eweknieë).

U moet in gedagte hou dat die Munisipaliteit nie verantwoordelikheid neem vir aansoeke wat laat of glad nie ontvang word nie. Dit is steeds u verantwoordelikheid om te sorg dat u elektroniese aansoek die Munisipaliteit voor die sluitingsdatum bereik.

SLUITINGSDATUM: DINSDAG, 11 AUGUSTUS 2026 OM 16:00

ADV. H LINDE
MUNISIPALE BESTUURDER

MK 147/2026

KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320