



## 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: CORPORATE SERVICES (Piketberg, unless stated otherwise)

#### RECEPTIONIST / TELEPHONIST (PIKETBERG)

**Requirements:** Grade 12 · Computer Literacy (MS Office Applications) · Proficiency in at least two of the official languages of the Western Cape (Afrikaans, English/Xhosa - Read, Write and Speak) · Good supervision, human relations, interpersonal and communication skills · Ability to give attention to detail · High level of responsibility · Ability to work under pressure · Must maintain confidentiality · Good public relations, hearing and speech ability · Good interpersonal skills · Inherit requirement to perform the functions associated with the post · Twelve (12) months relevant experience of the key performance areas.

**Key Performance Areas:** Provides a receptionist/telephonists service and communicating with visitors, officials sourcing and making available routine information pertaining to scheduled activities of the office or Municipality · Performs specific tasks/activities associated with the provision of a reception/telephonists · Performs specific tasks/activities associated with records, documents and correspondence control · Assist with the execution of basic administrative functions e.g, bookings of the town hall.

**Salary:** R 126 084.00 per annum (T06 of a Category 3 Local Authority)

**Date of acceptance:** As soon as possible

**Enquiries:** Mr S Lesch 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](http://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, 08 NOVEMBER 2019 AT 15:00**

**ADV H LINDE  
MUNICIPAL MANAGER**

**MN189/2019**

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