



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)

1. HEAD: DISASTER MANAGEMENT AND FIRE SERVICES

Requirements: SAESI Higher (Associate) Diploma or National Diploma in Fire Services Technology or an equivalent service related NQF 6 qualification e.g. National Higher Diploma relevant to public safety · Code C1 driver's license · Proficiency in at least two (2) of the official languages of the Western Cape (Afrikaans/English/Xhosa – Read, Write and Speak) · Good management, human relations and communication skills · High level of responsibility · Ability to work under pressure · Computer Literate (Office applications) · Financial management skills · First Aid Certificate · Ten (10) to twelve (12) years of abroad and extensive experience in all major functions of a Fire Department of which minimum of five (5) years must have been in middle management capacity.

Key Performance Areas:

Manage the implementation, monitoring, evaluation and reporting sequences of outcomes associated with programmes designed to accomplish key service delivery objectives with respect to Disaster Management and Emergency Services including Fire and Rescue through the coordination of operations against departmental, statutory and audit guidelines in order to ensure that the risk of damage to property and/or loss of lives is limited through prompt and efficient execution of sequences and applications .

Operational Forward Planning and Strategy Alignment

Identifies, defines and implements the immediate, short and long term managerial objectives and plans (3 to 5 years) associated with the provision of administrative support to departments.

Human Resource Forward Planning and Strategy Alignment

Initiates, plans, develops and drives long term plans for the human resource functionality in respect of the Department.

Management of Personnel Productivity and Performance

Manages, directs and controls outcomes associated with the utilization, productivity and performance of personnel in the Department.

Management of Employee Relations

Manages and co-ordinates procedures and processes associated with maintaining sound employment relations in the workplace.

Contract and Supply Chain Management

Manages the formulation of specific contracts and tender documents and controls contractual obligations in respect of the relevant areas of responsibility.

Budget Management and Financial Control

Prepare capital and operating estimates and control expenditure against the approved budget allocations in respect of the Division.

Procedures, Systems and Controls

Implements procedures, systems and controls to regulate specific work and associated sequences associated with the functionality

Management of Health and Safety

Manages, co-ordinates and controls key dimensions and requirements associated with occupational health and safety within the department.

Management of a Regulatory Framework

Recommends the compilation of by – laws, procedural requirements and/or policies.

Disaster Management Operational Duties

Manages applications associated with identifying the critical Disaster Management variables and dimensions relevant to the local area · Manages and co-ordinates specific priorities, procedural applications, interventions and activities related to disaster management.

Emergency Services (Fire and Rescue Services)

Co-ordinates and monitors sequences associated with the provision of an emergency/rescue service.

Communication

Disseminates information on outcomes, current developments, problems and constraints and/or makes strategic presentations on the departments responsibilities.

Administration

Co-ordinates specific administrative and reporting requirements associated with the key performance areas and performance indicators of the function.

Carry out other instructions as requested by the Director Community Services with direct context to the specific post in order to ensure effective service delivery is maintained.

Salary: R360 960.00 per annum (T14 of a Category 3 Local Authority) plus car allowance

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

Enquiries: Mr D Josephus (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. 022 913 6000 or on the municipality's website www.bergmun.org.za) with certified copies of the necessary qualification certificates, ID document, driver's license and a Curriculum Vitae (Maximum of 3 pages), (only one per application form), 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: Provision and Administration)** by no later than the closing date. **NO FAXES OR ELECTRONIC APPLICATIONS WILL BE ACCEPTED.**

CLOSING DATE: FRIDAY, 15 MARCH 2019 AT 15:00

**ADV H LINDE
MUNICIPAL MANAGER**

MN20/2019

**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 te Piketberg en ongeveer 1 uur vanaf Kaapstad, beskik tans oor die volgende vakature en aansoeke word ingewag van bevoegde persone wat aan die gestelde minimum posvereistes voldoen.

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

1. HOOF: RAMPBESTUUR EN BRANDWEER DIENSTE

Posvereistes: SAESI Hoër (Assosiaat) Diploma of Nasionale Diploma in Brandweerdienste Tegnologie of 'n gelykwaardige NQF 6 kwalifikasie bv. Nasionale Hoër Diploma relevant tot openbare veiligheid · Kode C1 bestuurderslisensie · Bevoegheid in ten minste twee (2) van die amptelike tale van die Wes-Kaap (Afrikaans/Engels/Xhosa – Lees, Skryf en Praat) · Goeie bestuur, menslike verhoudings en kommunikasie vaardighede · Hoë vlak van verantwoordelikheid · Vermoë om onder druk te werk · Rekenaargeletterd (MS Office) · Finansiële bestuursvaardighede · Noodhulp sertifikaat · Tien (10) tot twaalf (12) jaar uitgebreide ervaring in alle belangrike funksies van brandweerdienste waarvan n minimum van vyf (5) jaar middelvlak bestuur moet wees.

Sleutel prestasie areas:

Beplan en bestuur die implementering, monitoring, evaluering en verslagdoening van uitkomst wat verband hou met programme wat ontwerp is vir die bereiking van sleutel diensleweringdoelwitte met betrekking tot Rampbestuur en Nooddienste, insluitend Brandweerdienste deur die koördinerende van bedrywighede teen departementele, statutêre en oudit riglyne, ten einde te verseker dat die risiko van skade aan eiendom en/of verlies van lewens beperk is deur spoedige en doeltreffende uitvoering van take en pligte.

Operasionele Vooruitbeplanning en Strategiese Belyning

Identifiseer, definieer en implementeer die onmiddellike, kort- en langtermynbestuursdoelwitte en -planne (3 tot 5 jaar) wat verband hou met die voorsiening van administratiewe ondersteuning aan departemente.

Menslike Hulpbrone Vooruitbeplanning en Strategie-aanpassing

Inisieer, beplan, ontwikkel en bestuur langtermynplanne vir die menslike hulpbronnefunksie ten opsigte van die departement.

Bestuur van Personeelproduktiwiteit en Prestasie

Bestuur en beheer uitkomst wat verband hou met die benutting, produktiwiteit en prestasie van personeel in die departement.

Bestuur van Werknemersverhoudinge

Bestuur en koördineer prosedures en prosesse wat verband hou met die handhawing van gesonde arbeidsverhoudinge in die werksplek.

Beheer en Voorsieningskanaalbestuur

Bestuur die formulering van spesifieke kontrakte en tenderdokumente en kontroleer kontraktuele verpligtinge ten opsigte van die relevante verantwoordelikhede.

Finansiële Beheer, Begroting en Risikobestuur

Voorbereiding van kapitaal en bedryfsbegroting en beheer van uitgawes ooreenkomstig die goedgekeurde begroting van die afdeling.

Prosedures, Stelsels en Kontroles

Implementeer prosedures, stelsels en beheermaatreëls om spesifieke werk en verwante stappe te reguleer wat met die funksionaliteit verband hou.

Bestuur van Gesondheid en Veiligheid

Bestuur, koördineer en kontroleer belangrike aspekte wat verband hou met beroepsgesondheid en -veiligheid binne die departement.

Bestuur van 'n Regulerende Raamwerk

Aanbeveling vir die samestelling van verorderinge, prosedurele vereistes en beleide.

Rampbestuur en Operasionele Verantwoordelikhede

Bestuur aansoeke wat verband hou met identifisering van kritiese rampbestuur en veranderlikes relevant tot die plaaslike gebied · Bestuur en koördineer spesifieke prioriteite, prosedurele aansoeke,intervensies en aktiwiteite wat verband hou met rampbestuur.

Nooddienste (Brandweerdienste en Reddingsdienste)

Koördineer en monitor pligte wat verband hou met die voorsiening van 'n noodgeval/reddingsdiens.

Kommunikasie

Versprei inligting oor uitkomst, huidige ontwikkelings, probleme en beperkings en / of maak strategiese voorleggings oor die departementele verantwoordelikhede.

Administrasie

Koördineer spesifieke administratiewe en verslagdoeningsvereistes wat verband hou met die sleutelprestasie areas en prestasie aanwysers van die funksie.

Voer ander instruksies uit soos versoek deur die Direkteur Gemeenskapsdienste wat direk verband hou met die pos ten einde doeltreffende dienslewering te verseker.

Salaris: R360 960.00 per jaar (T14 van 'n Kategorie 3 Plaaslike Owerheid) plus motortoelaag

Diensaanvaarding: 1 Mei 2019 of so spoedig moontlik

Navrae: Mnr D Josephus 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 personeellid 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 voltooide 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 per aansoekvorm**) moet by die **Munisipale Kantore, Piketberg ingedien word of kan gepos word na Posbus 60, Piketberg, 7320 vir die aandag van Me. W Terry Thomas (Menslike Hulpbronbeampte: Voorsiening en Administrasie)**, teen nie later nie as die sluitingsdatum. **GEEN FAKSE OF ELEKTRONIESE POS SAL AANVAAR WORD NIE.**

SLUITINGSDATUM VIR ALLE AANSOEKE: VRYDAG, 15 MAART 2019 OM 15:00

**ADV. H LINDE
MUNISIPALE BESTUURDER**

MK20/2019

**KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320**