



## 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 also 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.

### VACANCY INTERNAL & EXTERNAL APPLICATIONS WILL BE CONSIDERED

**RE-ADVERTISE:**

**ASSISTANT PROCESS CONTROLLER: WWTW (PV)**

**DIRECTORATE: TECHNICAL SERVICES**

**REF: TD222/292/PV**

**Qualification:** Grade 12 with preference of Mathematics and Science as subjects

**Experience:** One (1) – Two (2) year's relevant experience required

**Requirements:** Registration as Operator Class 1 · Code B driver's licence · Proficiency in at least to (2) of the official languages in the Western Cape (Afrikaans/English/ isiXhosa - Read Write & Speak) · Ability to do basic calculations · High level of responsibility · Ability to give attention to detail · Demonstrate knowledge of process functionality within a Bulk Water storage and conveyance process · Demonstrate knowledge of plant performance and system functionality and recording and reporting outcomes · Must be physically fit and abled bodied · Must be prepared to enter confined areas such as manholes, inlets, pipes and culverts · Required to work outside normal working hours during emergencies and planned overtime · Must perform duties in the whole area of municipality when required.

**Job Purpose:** Perform labouring activities associated with routine sewage cleaning and maintenance (and provides labouring support in connection with specific water purification maintenance/ cleaning activities as required), conducting of samples and/ or reading meters through the application of specific procedures and attending to the removal and disposal of debris from components in accordance with laid down instructions.

**Key Performance Areas:** Undertakes general labouring tasks associated with the routine sewage plant maintenance in accordance with laid down instructions · Cleans and attends the storage and care of tools and equipment · Undertakes specific activities associated with the maintaining and cleaning the plant and surroundings · Any other related duties as requested by the supervisor.

This Competency level for this position is a level 1 as stipulates 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
<ul style="list-style-type: none"> <li>Managing work</li> <li>Communication</li> <li>Problem Solving</li> <li>Decision Making</li> <li>Planning &amp; Organising</li> <li>Ethics &amp; Professionalism</li> </ul>	<ul style="list-style-type: none"> <li>Use of process specific technology/ equipment</li> <li>Quality Orientation</li> <li>Discipline specific skills</li> <li>Work place safety</li> </ul>	<ul style="list-style-type: none"> <li>Service Delivery Orientation</li> <li>Interpersonal Relationship</li> <li>Communication</li> <li>Service Delivery</li> </ul>	<ul style="list-style-type: none"> <li>Action &amp; Outcome Orientation</li> <li>Resilience</li> <li>Change Readiness</li> <li>Cognitive Ability</li> <li>Learning Orientation</li> </ul>	<ul style="list-style-type: none"> <li>Direction Setting</li> <li>Impact &amp; Influence</li> <li>Coaching &amp; Mentoring</li> <li>Team Orientation</li> </ul>

<b>Salary:</b>	R 130 560.00 annually (T05 of a Category 3 Local Authority)
<b>Date of acceptance:</b>	01 February 2024 or as soon as possible
<b>Enquiries:</b>	Mr E. Bothma at 022 931 2100

**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.
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, up to date and correct.
11. Preference will only be given to local candidates within the Bergrivier Municipal area.
12. Successful candidates will be expected to sign a contract of employment, disclosure of benefits and interests and a performance contract (where applicable) with the employer.

A covering letter with at least two contactable references (managers, subordinates or peers), 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](http://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 (Aurora, Eendekuil, Redelinghuys, Piketberg, Porterville & Velddrif) within the municipal area or posted to PO Box 60, Piketberg, 7320 or by courier to 13 Church Street, Piketberg, 7320, for the attention of Mr DF Verhoog, to reach him by no later than the closing date.**

**You should note that the Municipality does not accept responsibility for applications that are mailed or sent by courier and are received late or not at all. The onus is still on you to ensure that your application reaches the municipality before the closing date.**

**NO FAXES OR ELECTRONIC APPLICATIONS WILL BE ACCEPTED.**

**CLOSING DATE: MONDAY, 18 DECEMBER 2023 AT 16:00**

**ADV H LINDE  
MUNICIPAL MANAGER**

**MN 243/2023**

**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 ook 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.

### VAKATURE INTERNE & EKSTERNE AANSOEKE SAL OORWEEG WORD

**HER-ADVERTEER:**  
**ASSISTENT PROSESKONTROLEERDER: WWTW (PV)**  
**DIREKTORAAT: TEGNIESE DIENSTE**  
**VERW: TD222/292/PV**

**Kwalifikasie:** Graad 12 met voorkeur vir Wiskunde en Wetenskap as vakke

**Ondervinding:** Een (1) – Twee (2) jaar se relevante ondervinding word vereis

**Posvereistes:** Registrasie as Operateursklas 1 · Kode B-bestuurslisensie · Vaardigheid in ten minste (2) van die amptelike tale in die Wes-Kaap (Afrikaans/Engels/ isiXhosa - Lees Skryf & Praat) · Vermoë om basiese berekeninge te doen · Hoë vlak van verantwoordelikheid · Vermoë om aandag aan detail te gee · Demonstreer kennis van prosesfunksionaliteit binne 'n grootmaatwaterberging- en vervoerproses · Demonstreer kennis van aanlegprestasie en stelsel funksionaliteit en rekordering en rapportering van uitkomste · Moet fisies fiks en bekwaam wees · Moet bereid wees om in te gaan beperkte gebiede soos mangate, inlate, pype en duikers · Vereis om buite normale werksure te werk tydens noodgevalle en beplande oortyd · Moet pligte in die hele gebied van die munisipaliteit verrig wanneer nodig.

**Posdoel:** Voer arbeidaktiwiteite uit wat verband hou met roetine-rioolskoonmaak en -instandhouding (en verskaf arbeidondersteuning in verband met spesifieke watersuiweringsinstandhouding/-skoonmaakaktiwiteite soos vereis), uitvoer van monsters en/of leesmeters deur die toepassing van spesifieke prosedures en omsien na die verwydering en wegdoening van rommel van komponente in ooreenstemming met neergelegde instruksies.

**Sleutel Prestasie Areas:** Onderneem algemene moniteringstake wat verband hou met die instandhouding van die watersuiweringsaanleg · Omsien na die berging en versorging van skoonmaakgereedskap/-toerusting · Onderneem spesifieke aktiwiteite wat verband hou met die instandhouding van die suiweringsaanlegomgewing · Enige ander verwante pligte soos versoek deur die toesighouer.

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

Kern Professionele Vaardighede	Funksionele Vaardighede	Staatsdiensoriënteringsbevoegdhede	Persoonlike Vaardighede	Bestuur/ Leierskap Bevoegdhede
<ul style="list-style-type: none"><li>Bestuur van werk</li><li>Kommunikasie</li><li>Probleemoplossing</li><li>Besluitneming</li><li>Bepanning &amp; Organisering</li><li>Etiek &amp; Professionaliteit</li></ul>	<ul style="list-style-type: none"><li>Gebruk van prosesspesifieke tegnologie/toerusting</li><li>Gehalte-oriëntering</li><li>Dissiplineer spesifieke vaardighede</li><li>Werkplekveiligheid</li></ul>	<ul style="list-style-type: none"><li>Dienslewering Uitkomsoriëntering</li><li>Interpersoonlike Verhouding</li><li>Kommunikasie</li><li>Dienslewering</li></ul>	<ul style="list-style-type: none"><li>Aksie &amp; Uitkoms Oriëntering</li><li>Veerkrachtigheid</li><li>Verandergereedheid</li><li>Kognitiewe vermoë</li><li>Leeroriëntering</li></ul>	<ul style="list-style-type: none"><li>Rigtinginstelling</li><li>Impak &amp; Invloed</li><li>Afrigting &amp; Mentorskap</li><li>Spanorientering</li></ul>

<b>Salaris:</b>	R 130 560.00 per jaar (T05 van 'n Kategorie 3 Plaaslike Owerheid)
<b>Diensaanvaarding:</b>	01 Februarie 2024 of so spoedig moontlik
<b>Navrae:</b>	Mnr E. Bothma by 022 931 2100

## **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, insluitend '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 onderwerpe aan Polisie klaring wat noodwendig beteken dat applikante toestemming verleen dat dit verkry mag word.
5. Aansoeke wat na die sluitingsdatum ontvang word of nie van die dokumentasie hieronder vergesel word 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 die 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 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.
9. 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.
10. Die munisipaliteit eerbiedig die bepalings 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.
11. Voorkeur sal slegs verleen word aan plaaslike kandidate binne Bergrivier Munisipale area (WC013).
12. Daar sal van suksesvolle kandidate verwag word om 'n dienskontrak, openbaarmaking van voordele en belange en 'n prestasiekontrak (waar van toepassing) met die werkgewer te onderteken.

'n Dekbrief met vermelding van ten minste twee kontakbare verwysings (lynbestuurders, ondergeskiktes of eweknieë), 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](http://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** kan by enige van die **onderskeie Munisipale Kantore (Aurora, Eendekuil, Redelinghuys, Piketberg, Porterville & Velddrif)** binne die munisipale gebied ingehandig word of gepos word na **Posbus 60, Piketberg, 7320** of per koerier na **Kerkstraat 13, Piketberg, 7320**, vir die aandag van **Mr. DF Verhoog**, om hom te bereik teen nie later nie as die sluitingsdatum.

**U moet kennis neem dat die Munisipaliteit nie verantwoordelikheid aanvaar vir aansoeke wat gepos of per koerier gestuur word en laat of glad nie ontvang word nie. Die onus berus nog steeds op u om te verseker dat u aansoek die munisipaliteit voor die sluitingsdatum bereik.**

**GEEN FAKSE OF ELEKTRONIESE POS SAL AANVAAR WORD NIE.**

**SLUITINGSDATUM: MAANDAG, 18 DESEMBER 2023 OM 16:00**

**ADV. H LINDE  
MUNISIPALE BESTUURDER**

**MK 243/2023**

**KERKSTRAAT 13  
POSBUS 60  
PIKETBERG  
7320**