



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 an 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.)

VACANCY INTERNAL & EXTERNAL APPLICATIONS WILL BE CONSIDERED

SPORT DEVELOPMENT COORDINATOR (PIKETBERG)

DIRECTORATE: COMMUNITY SERVICES

REF: GD98/432/PB

Qualification: Grade 12 with a National Diploma in Sport Management NQF Level 6

Experience: Two (2) years relevant experience

Requirements: Code B driving license · Computer Literacy (MS Office) · Proficiency in at least 2 of the official languages of the Western Cape (Afrikaans/English/isiXhosa - read, write & speak) · Good organising skills, human relations, interpersonal and communication skills · Ability to give attention to detail · High level of responsibility · Must be physically fit and able bodied · Required to work outside normal working hours during emergencies and planned overtime · Familiar with the MFMA and legislation related to local government administration · Sound knowledge of MIG requirements and overall compliance · Must perform duties in the whole area of the municipality · Required to be on standby · Required to work in all weather conditions

Job Purpose: Planning and co-ordinates of sport development and recreation through contact with the sport councils. To provide opportunities for participation in sport for all sections of the community. Distribute information and organize sport-related projects, programmes, club development and training for those who want to participate for fun as well as those who are interested in competing at all levels, from local to national and international.

Key Performance Areas: Compile reports to Head Facilities Management transferring information, statistics and work progress · Co-ordinates specific sequences associated with the provision of education and creating awareness of potential sport development programs including risks and coping strategies · Liaise and interacts with Sport Council and other institutions · Co-ordinate the usage and maintenance of the available sport facilities · Co-ordinates and assists with the planning and hosting of sport events · Compliance to relevant and applicable legislation, policies and council decisions · Perform general administrative and support duties · Manages and controls specific administrative and reporting requirements associated with the key performance and result indicators of the functionality · Responsible to part take in the Municipality's Performance Management and Development System.

This Competency Level for this position is a Facilities Management Competency level 2 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"> Managing Work Planning & Organizing 	<ul style="list-style-type: none"> Facility Specific Skills Workplace Safety 	<ul style="list-style-type: none"> Interpersonal Relationships Communication Services Delivery Orientation 	<ul style="list-style-type: none"> Action Orientation Resilience Change Readiness Learning Orientation Problem Solving Accountability & Ethical Conduct 	<ul style="list-style-type: none"> Direction Setting Impact & Influence Coaching & Mentoring Team Orientation

Salary:	R 391 128.00 annually (T12 of a Category 3 Local Authority)
Date of acceptance:	01 July 2025 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 subject to SAPS Clearance; 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, up to date and correct.
11. Preference will be given to local candidates within the Bergrivier Municipal area (WC013)
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 (2) contactable references (managers, subordinates or peers), 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 **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: FRIDAY, 09 MAY 2025 AT 15:00

**ADV H LINDE
MUNICIPAL MANAGER**

MN 85/2025

**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.)

VAKATURE INTERNE & EKSTERNE AANSOEKE SAL OORWEEG WORD

SPORTONTWIKKELINGSKOÖRDINEERDER (PIKETBERG)

DIREKTORAAT: GEMEENSKAPSDIENSTE

VERW: GD98/432/PB

Kwalifikasie: Graad 12 met Nasionale Diploma in Sportbestuur NKR Vlak 6

Ondervinding: Twee (2) jaar relevante ondervinding

Posvereistes: Kode B-bestuurslisensie · Rekenaarvaardigheid · Bevoegdheid in ten minste twee (2) van die amptelike tale van die Wes-Kaap (Afrikaans/Engels/isiXhosa - lees, skryf en praat) · Goeie organiseringsvaardighede, menseverhoudinge, interpersoonlike en kommunikasievaardighede · Vermoë om aandag te gee tot detail · Hoë vlak van verantwoordelikheid · Moet fisies fiks en bekwaam wees · Word vereis om buite normale werksure te werk tydens noodgevalle en beplande oortyd · Vertroud met die MFMA en wetgewing wat verband hou met plaaslike regeringsadministrasie · Goeie kennis van MFMA-vereistes en algehele nakoming · Moet pligte in die hele gebied van die munisipaliteit verrig · Word vereis om op bystand te wees · Word vereis om in alle weersomstandighede te werk

Posdoel: Beplanning en koördinerende van sportontwikkeling en ontspanning deur kontak met die sportrade. Om geleentheid vir deelname aan sport vir alle dele van die gemeenskap te bied. Versprei inligting en organiseer sportverwante projekte, programme, klubontwikkeling en opleiding vir diene wat vir die pret wil deelneem, sowel as diene wat belangstel om op alle vlakke mee te ding, van plaaslik tot nasionaal en internasionaal.

Sleutel prestasie areas: Opstel van verslae aan die Hoof van Fasiliteitebestuur en dra inligting, statistieke en werkvordering oor · Koördineer spesifieke reekse wat verband hou met die verskaffing van onderwys en die skep van bewustheid van potensiële sportontwikkelingsprogramme, insluitend risiko's en hanteringsstrategieë · Skakel en tree in wisselwerking met die Sportraad en ander instellings · Koördineer die gebruik en instandhouding van die beskikbare sportfasiliteite · Koördineer en help met die beplanning en aanbieding van sportgeleenthede · Nakoming van relevante en toepaslike wetgewing, beleide en raadsbesluite · Verrig algemene administratiewe en ondersteunende pligte · Bestuur en beheer spesifieke administratiewe en verslagdoeningsvereistes wat verband hou met die sleutelprestasie- en resultaatwysers van die funksionaliteit · Verantwoordelik om deel te neem aan die Munisipaliteit se Prestasiebestuur- en Ontwikkelingstelsel.

Die Bevoegdheidsraamwerk vir hierdie pos is 'n Fasiliteitsbestuur vlak 2 soos bepaal in Bylae A van die Munisipale Personeelregulasies Staatskenningswet R890 soos afgekondig in Staatskoerant 45181 gedateer 20 September 2021 en bestaan uit die volgende bevoegdhede:

Kern Professionele Bevoegdhede	Funksionele Bevoegdhede	Bevoeghede t.o.v Openbare Diensoriëntering	Persoonlike Bevoegdhede	Bestuur / Leierskap Bevoeghede
<ul style="list-style-type: none"> Bestuur van Werk Beplanning & Organiserende 	<ul style="list-style-type: none"> Fasiliteits Spesifieke Vaardighede Werkplekveiligheid 	<ul style="list-style-type: none"> Interpersoonlike Verhoudings Kommunikasie Diensteleweringsoriëntering 	<ul style="list-style-type: none"> Aksie-oriëntering Volharding Gereedheid vir verandering Leer-oriëntering Probleemoplossing Verantwoordingspligtheid & Etiese gedrag 	<ul style="list-style-type: none"> Rigtingbepaling Impak & Invloed Afrigting & Mentorskap Spanoriëntering

Salaris:	R 391 128.00 per jaar (T12 van 'n Kategorie 3 Plaaslike Owerheid)
Diensaanvaarding:	01 Julie 2025 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, 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 onderworpe aan SAPD-Uitklaring wat noodwendig beteken dat applikante toestemming verleen dat dit verkry mag word.
5. Aansoeke wat na die sluitingsdatum ontvang word of wat nie vergesel is 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 posbekleërs 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 vaktoets 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 verleen word aan 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 (2) 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), '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: VRYDAG, 09 MEI 2025 OM 15:00

**ADV. H LINDE
MUNISIPALE BESTUURDER**

MK 85/2025

**KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320**