



BERGRIVIER MUNISIPALITEIT

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 hour's 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

SUPERVISOR / OPERATOR: STORMWATER (VELDDRIF)
DIRECTORATE: TECHNICAL SERVICES
REF: TD136/551/PB

Qualifications: Grade 10

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

Requirements: Valid Code C driving license · Proficiency in at least two (2) of the official languages of the Western Cape (Afrikaans/English/Xhosa - Speak, Read and Write) · High level of responsibility · Ability to give attention to detail · Good supervision, human relations, interpersonal and communication skills · Must be physically fit and able bodied · Required to work in all weather conditions · 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 any area of the municipality when required.

Job purpose: Performs specific tasks/ activities associated with monitoring, supervising and reporting on the progress and execution of specific civil construction and maintenance works (roads, water, stormwater drainage, sewerage, refuse, etc.) and lines and signs maintenance work, and operating heavy and/ or specialized vehicles and undertaking general concrete work at sites.

Key Performance Areas: Performs specific tasks/activities at the Depot prior to and on completion of allocated maintenance assignments · Completes internal transactional documentation (log sheets, progress report, time sheets, maintenance/ activity programmes, purchase requisition, etc.) and related forms (vehicle checklists) · Supervises and controls the activities of personnel and associated tasks · Allocates, monitors and controls roads and storm-water repair and construction work at specific sites · Performs specific activities associated with road related repair, construction, installation and general maintenance at work · Performs specific tasks associated with the operation of heavy and/ or specialized vehicles/ mechanical plants (tip trucks, crane trucks, grader, front end loader, bulldozer, etc.) during civil works maintenance and construction activities · Any other related duties as requested by the supervisor.

The 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"> • Problem Solving • Planning and Organizing • Organizational Awareness 	<ul style="list-style-type: none"> • Discipline Specific Skills • People Management • Task Management • Work Place Safety • Budgeting 	<ul style="list-style-type: none"> • Interpersonal Relationships • Communication • Service Delivery Orientation 	<ul style="list-style-type: none"> • Action and Outcome Orientation • Resilience • Ethics and accountability 	<ul style="list-style-type: none"> • Direction Setting • Impact and Influence • Coaching and Mentoring • Team Orientation

Salary:	R198 736.00 per annum (T08 of a Category 3 Local Authority)
Date of acceptance:	01 September 2023 or as soon as possible
Enquiries:	Mr A Petersen at 022 783 1112

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 Police clearings; 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 only be given to local candidates within the Bergrivier area (WC013).
12. Successful candidates will expected to sign a contract of employment, disclosure of benefits and interest 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 the **Municipal Offices, Piketberg or mailed to P O Box 60, Piketberg 7320 for the attention of Ms 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, 05 MAY 2023 AT 15:00

**ADV H LINDE
MUNICIPAL MANAGER**

MN 62/2023

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



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 1 uur 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

TOESIGHOUER / OPERATEUR: STORMWATER (VELDDRIF)

DIREKTORAAT: TEGNIESE DIENSTE

VERW: TD136/551/PB

Kwalifikasies: Graad 10

Ondervinding: Een (1) – Twee (2) jaar ondervinding

Posvereistes: Geldige Kode C-bestuurslisensie · Vaardigheid in ten minste twee (2) van die amptelike tale van die Wes-Kaap (Afrikaans/Engels/Xhosa - Praat, Lees en Skryf) · Hoë vlak van verantwoordelikheid · Vermoë om aandag aan detail te gee · Goeie toesig, menseverhoudinge, interpersoonlike en kommunikasievaardighede · Moet fisies fiks en gesond wees · Vereis om in alle weerstoestande te werk · Moet bereid wees om beperkte gebiede soos mangate, inlate, pype en duikers binne te gaan · Vereis om buite normale werksure te werk gedurende noodgevalle en beplande oortyd · Moet pligte in enige area van die munisipaliteit uitvoer wanneer nodig.

Posdoel: Voer spesifieke take/aktiwiteite uit wat verband hou met monitering, toesighouding en verslagdoening oor die vordering en uitvoering van spesifieke siviele konstruksie- en instandhoudingswerke (paaie, water, stormwaterdreinerings, riool, vullis, ens.) en padmerke en tekens instandhoudingswerk, en bedryf van swaar en / of gespesialiseerde voertuie en algemene betonwerk by terreine.

Sleutel prestasie areas: Voer spesifieke take/aktiwiteite by die Depot uit voor en na voltooiing van instandhoudingsopdragte · Voltooi interne dokumentasie (logstate, vorderingsverslag, tydstate, instandhouding / aktiwiteitsprogramme, rekwisisies, ens.) en verwante vorms (voertuigkontrolelyste) · Hou toesig en beheer oor die aktiwiteite van personeel en gepaardgaande take · Ken, monitor en beheer paaie en stormwaterherstel- en konstruksiewerk by spesifieke terreine · Voer spesifieke aktiwiteite uit wat verband hou met padverwante herstelwerk, konstruksie, installering en algemene instandhouding · Voer take uit wat verband hou met die bedryf van swaar en/of gespesialiseerde voertuie/ meganiese aanlegte (tipvragmotors, hyskraanvragmotors, skrapeer, voorlaaier, stootskraaper, ens.) tydens siviele werke instandhouding en konstruksie aktiwiteite · 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 Staatskenningsgewing 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
<ul style="list-style-type: none"> • Probleem oplossing • Beplanning en Organiserings • Organisasionele bewustheid 	<ul style="list-style-type: none"> • Dissiplinespesifieke Vaardighede • Mensebestuur • Taakbestuur • Werkplekveiligheid • Begroting 	<ul style="list-style-type: none"> • Interpersoonlike verhoudings • Kommunikasie • Dienslewingsoriëntering 	<ul style="list-style-type: none"> • Aksie- en uitkomst oriëntering • Volharding • Verantwoordingspligtigheid en etiese gedrag 	<ul style="list-style-type: none"> • Rigtingbepaling • Impak en invloed • Spanoriëntering • Afrigting en Mentorskap

Salaris:	R 198 736.00 per jaar (T08 van 'n Kategorie 3 Plaaslike Owerheid)
Diensaanvaarding:	01 September 2023 of so spoedig moontlik
Navrae:	Mnr A Petersen by (022) 783 1112

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 'n polisieverklaring wat noodwendig beteken dat applikante toestemming verleen dat dit verkry mag word.
5. Aansoeke wat na die sluitingsdatum ontvang word of nie vergesel 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. 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.
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 evalueringproses te deurloop en waar van toepassing, 'n vakoets 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 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 voltooië 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**) 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**, om haar te bereik teen nie later nie as die sluitingsdatum.

GEEN FAKSE OF ELEKTRONIESE POS SAL AANVAAR WORD NIE.

SLUITINGSDATUM: VRYDAG, 05 MEI 2023 OM 15:00

**ADV. H LINDE
MUNISIPALE BESTUURDER**

MK 62/2023

**KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320**