



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 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

GENERAL ASSISTANT: STREET CLEANING (PIKETBERG)

DIRECTORATE: TECHNICAL SERVICES

REF: TD96/174/PB

Qualifications: Basic Literacy

Experience: One (1) year relevant experience

Requirements: Proficiency in at least two (2) of the official languages of the Western Cape (Afrikaans/English/Xhosa- Speak, Read, Write) · High level of responsibility · Required to work outside normal working hours during emergencies and planned overtime · Must be physically fit and able bodied · Required to work in all weather conditions · Must perform duties in the whole area of the Municipality when required.

Job Purpose: Performs specific activities associated with the collection of refuse from residential and business premises and loading / offloading refuse on / from a truck with activities associated with street sweeping by cleaning of streets / storm water channels in accordance with laid down instructions supporting acceptable standards of service delivery.

Key Performance Areas: Undertakes specific activities associated with the collection of refuse from domestic and business premises · Undertakes specific activities associated with maintaining cleanliness of streets / public places in accordance with laid down instructions supporting acceptable standards of service delivery · Undertakes specific activities associated with cleaning the area surrounding the refuse disposal site · Cleaning vehicles and attends to the storage and care of cleaning tools · 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:

Functional Professional Competencies	Public Service Orientation Competencies	Personal Competencies
<ul style="list-style-type: none"> • Managing work • Workplace safety • Task accountability • Quality Orientation • Oral communication 	<ul style="list-style-type: none"> • Service delivery orientation • Interpersonal relationships • Communication 	<ul style="list-style-type: none"> • Action orientation • Resilience • Accountability and ethical conduct • Learning orientation • Impact and influence • Team orientation

Salary:	R 118 740.00 per annum (T03 of a Category 3 Local Authority)
Date of acceptance:	01 July 2024 or as soon as possible
Enquiries:	Mr J Breunissen 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 subjected to Police 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 confirmed 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 be expected to sign a contract of employment, disclosure of benefits and interest and a performance agreement (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 (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, 03 MAY 2024 AT 15:00

**ADV H LINDE
MUNICIPAL MANAGER**

MN114 /2024

**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 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

ALGEMENE ASSISTENT: STRAAT SKOONMAAK (PIKETBERG)

DIREKTORAAT: TEGNIESE DIENSTE

VERW: TD96/174/PB

Kwalifikasie: Basiese Geletterdheid

Ondervinding: Een (1) jaar relevante ondervinding

Posvereistes: Vaardigheid in ten minste twee (2) van die amptelike tale van die Wes-Kaap (Afrikaans/Engels/Xhosa) · Hoë vlak van verantwoordelikheid · Vereis om buite normale werksure te werk · Moet pligte in die hele area van die Munisipaliteit verrig wanneer vereis.

Posdoel: Voer spesifieke aktiwiteite uit wat verband hou met die versameling van vullis vanaf residensiële en besigheidspersone en laai/aflaai van vullis op/van 'n vragmotor met aktiwiteite wat verband hou met straatvee deur die skoonmaak van strate / stormwaterkanale in ooreenstemming met neergelegde instruksies wat aanvaarbare standaarde van dienslewering ondersteun .

Sleutel prestasie areas: Onderneem spesifieke aktiwiteite wat verband hou met die versameling van vullis vanaf huishoudelike en besigheidspersone · Onderneem spesifieke aktiwiteite wat verband hou met die handhawing van netheid van strate / openbare plekke in ooreenstemming met neergelegde instruksies wat aanvaarbare standaarde van dienslewering ondersteun · Onderneem spesifieke aktiwiteite wat verband hou met die skoonmaak van die area rondom die vullisverwyderingsterrein · Maak voertuie skoon en sorg vir die berging en versorging van skoonmaakgereedskap · Enige ander verwante pligte soos deur die Toesighouer versoek.

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

Funksionele Bevoegdhede	Bevoegdhede t.o.v Openbare Diensoriëntering	Persoonlike Bevoegdhede
<ul style="list-style-type: none">• Bestuur van werk• Werkplekveiligheid• Taakverantwoordingspligtheid• Kwaliteitorientering• Mondelinge kommunikasie	<ul style="list-style-type: none">• Diensteleweringsoriëntering• Interpersoonlike verhoudings• Kommunikasie	<ul style="list-style-type: none">• Aksie-oriëntering• Volharding• Verantwoordingspligtheid en etiese gedrag• Leeroriëntering• Impak en invloed• Spanoriëntering

Salaris:	R 118 740.00 per jaar (T03 van 'n Kategorie 3 Plaaslike Owerheid)
Diensaanvaarding:	01 Julie 2024 of so spoedig moontlik
Navrae:	Mnr J Breunissen by 022 913 6000

ALGEMEEN:

1. 'n Diensbonus gelykstaande aan een maand se salaris is, waar van toepassing, sal betaalbaar wees 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 polisieklaring 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. 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 doe 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 **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

GEEN FAKSE OF ELEKTRONIESE POS SAL AANVAAR WORD NIE.

SLUITINGSDATUM: VRYDAG, 03 MEI 2024 OM 15:00

**ADV. H LINDE
MUNISIPALE BESTUURDER**

MK114 /2024

**KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320**