



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

RE-ADVERTISE

ADMINISTRATION OFFICER: HOUSING (PIKETBERG)

DIRECTORATE: COMMUNITY SERVICES

REF: GD177/341/PB

Qualifications: Grade 12
Computer Literacy: MS Office

Experience: Two (2) years relevant experience required

Requirements: Proficiency in at least two (2) of the official languages of the Western Cape (Afrikaans / English / Xhosa- Read, Write and Speak) · Good human relations, interpersonal and communication skills · Ability to give attention to detail · High level of responsibility · Ability to work under pressure · Ability to deal with conflict situations · Must work overtime (after hours) to attend meetings / seminars / workshops or to do inspection at the various relevant housing areas · Must perform duties in any area of the municipality

Job Purpose: To render an efficient and effective administrative support service to housing administration division, including administrative tasks associated with the provincial housing subsidy scheme, applications for the housing subsidies, Reconstruction Development Program (RDP) housing projects, the sale and renting of municipal houses and vacant municipal residential plots and informal housing matters.

Key Performance Areas: Performs clerical / administrative tasks associated with the provincial housing subsidy scheme, applications for the housing subsidies of the scheme and Reconstruction Development Program (RDP) housing projects · Performs clerical / administrative tasks associated with the sale and renting of municipal houses and vacant residential plots · Performs clerical / administrative tasks associated with informal housing matters · Performs clerical / administrative tasks associated with RDP housing projects (Self-Building housing schemes) · Handles enquiries of personnel or members of the public about housing matters · Performs other general administrative functions · Any other related duties as required by the supervisor

The competency level for this position is a level 1 as stipulated in Annexure A of the Municipal Staff Regulations, Government Notice R890, as promulgated in Government Gazette 45181, dated 21 September 2021 and comprises of the following competencies:

Core Professional Competencies	Functional Competencies	Public Competencies	Personal Competencies	Management / Leadership Competencies
<ul style="list-style-type: none"> Written communication Oral communication Attention to detail Influencing Ethics and professionalism Organisational awareness Problem solving Planning and organising 	<ul style="list-style-type: none"> Business processes Use of technology Data processing & analysis 	<ul style="list-style-type: none"> Interpersonal relationships Communication Service delivery orientation Client orientation and customer focus 	<ul style="list-style-type: none"> Action Orientation Resilience Change Readiness Cognitive ability Learning Orientation 	<ul style="list-style-type: none"> Impact and influence Team orientation Direction setting Coaching and mentoring

Salary:	R 208 740.00 per annum (T08 of a Category 3 Local Authority)
Date of acceptance:	1 August 2024 or as soon as possible
Enquiries:	Ms A Lawrence 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 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 Municipal 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 **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, 31 MAY 2024 AT 15:00

**ADV H LINDE
MUNICIPAL MANAGER**

MN 138/2024

**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 vakatuur 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

HER-ADVERTEER

ADMINISTRATIEWE BEAMPTTE: BEHUISING (PIKETBERG)

DIREKTORAAT: GEMEENSKAPSDIENSTE

VERW: GD177/341/PB

Kwalifikasie: Graad 12;
Rekenaarvaardigheid (MS Office)

Ondervinding: Twee (2) jaar relevante ondervinding

Posvereistes: Vaardigheid in ten minste twee (2) van die amptelike tale van die Wes-Kaap (Afrikaans / Engels / Xhosa- Lees, Skryf en Praat) · Goeie menseverhoudinge, interpersoonlike en kommunikasievaardighede · Vermoë om aandag te gee aan detail · Hoë vlak van verantwoordelikheid · Vermoë om onder druk te werk · Vermoë om konfliktsituasies te hanteer · Moet oortyd werk (na-ure) om vergaderings / seminare / werkswinkels by te woon of om inspeksie by die verskillende relevante behuisingsareas te doen · Moet pligte in enige area van die munisipaliteit.

Posdoel: Om 'n doeltreffende administratiewe ondersteuningsdiens aan behuisingsadministrasie-afdeling te lewer, insluitend administratiewe take wat verband hou met die provinsiale behuisingssubsidieskema, aansoeke vir die behuisingssubsidies, Heropbou-ontwikkelingsprogram (HOP) behuisingsprojekte, die verkoop en huur van munisipale huise en leë munisipale residensiële erwe en informele behuisingsake.

Sleutelprestasiereë: Verrig klerklike / administratiewe take uit wat verband hou met die provinsiale behuisingssubsidieskema, aansoeke vir behuisingssubsidies van die skema en Heropbou-ontwikkelingsprogram (HOP) behuisingsprojekte · Verrig klerklike / administratiewe take uit wat verband hou met die verkoop en verhuring van munisipale huise en leë residensiële erwe · Verrig klerklike / administratiewe take uit wat verband hou met informele behuisingsaangeleenthede · Verrig klerklike / administratiewe take uit wat verband hou met HOP-behuisingsprojekte (selfbou-behuisingskemas) · Hanteer navrae van personeel of lede van die publiek oor behuisingsaangeleenthede · Verrig ander algemene administratiewe funksies · Enige ander verwante pligte soos vereis deur die toesigouer.

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 21 September 2021 en bestaan uit die volgende bevoegdhede:

Kern Professionele Bevoegdhede	Funksionele Bevoegdhede	Openbare diensoriëntering Bevoegdhede	Persoonlike Bevoegdhede	Bestuur/Leierskap Bevoegheid
<ul style="list-style-type: none">• Skriftelike kommunikasie• Mondelinge kommunikasie• Aandag aan besonderhede• Invloed• Etiek en professionalisme• Organisasoriese bewustheid• Probleem oplossing• Beplanning en organisering	<ul style="list-style-type: none">• Sakeprosesse• Gebruik van tegnologie• Dataverwerking en ontleding	<ul style="list-style-type: none">• Interpersoonlike verhoudings• Kommunikasie• Diensleeringsgeoriënteerdheid• Kliëntoriëntering en klante fokus	<ul style="list-style-type: none">• Aksie-oriëntasie• Volharding• Gereedheid vir verandering• Kognitiewe vermoë• Leeroriëntering	<ul style="list-style-type: none">• Impak en invloed• Spanoriëntering• Rigtingbepaling• Afrigting en mentorskap

Salaris:	R 208 740.00 per jaar (T08 van 'n Kategorie 3 Plaaslike Owerheid)
Datum van aanvaarding:	01 Augustus 2024 of so gou as moontlik
Navrae:	Me A Lawrence 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 bepalinge 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 posbekteërs 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 vaktoets af te lê.
10. Die munisipaliteit eerbiedig die bepalinge 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 (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, 31 MEI 2024 OM 15:00

**ADV. H LINDE
MUNISIPALE BESTUURDER**

MK 138/2024

**KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320**