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 1uur 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.)

DIREKTORAAT: KANTOOR VAN DIE MUNISIPALE BESTUURDER
(Standplaas Piketberg)

HER-ADVERTEER:
INTERNSKAP: 1X INTERNE OUDIT & RISIKO BESTUUR

Nasionale Tesourie het n finansiële internskap program saamgestel om kapasiteitbou binne munisipaliteite te bestuur. Interns sal praktiese ervaring en verdere opleiding in strategiese aspekte in munisipale finansies ondergaan. Hierdie aanstelling sal vir vier en twintig (24) maande geldig wees met `n moontlike verlenging van nog `n jaar.

Die internskap is gemik op jong gegradueerdes wat 'n toekoms in Plaaslike Regering sien met spesifieke verwysing na die Interne Oudit-afdeling

Posvereistes: `n Drie (3) –jaar Baccalaureusgraad / Nasionale Diploma met Interne Oudit en/of RisikoBestuur · Rekenaargeletterdheid (MS Office Pakket) · Kode B bestuurslisensie sal 'n bykomende voordeel wees · Bevoegdheid in ten minste twee (2) van die amptelike tale van die Wes-Kaap (Afrikaans/Engels/Xhosa – Skryf, Lees en Praat) · Goeie menseverhoudinge, interpersoonlike en kommunikasie vaardighede · Vermoë om op fynere besonderhede te fokus · Hoë vlak van verantwoordelikheid · Rekenkundige en syfervaardighede Verslagsdoeningsvaardighede · Basiese kennis van maandelikse rekonsiliasies en ondervinding met betrekking tot finansiële & voorsieningskanaalprosesse.

Sleutel prestasie areas: Opleiding in sleutelprestasie- areas van Interne Oudit en Risikobestuur.

Toelaag:	R 100 000.00 per jaar – Totale Vergoedingspakket (soos uiteengesit in die Nasionale Tesourie Riglyne vir die implementering van MFMIP)
Diensaanvaarding:	01 April 2025 of so spoedig moontlik
Navrae:	Mnr M Mseleni by 022 913 6000

ALGEMEEN:

1. Die Munisipaliteit is 'n gelyke geleentheid werkgewer en eerbiedig die bepalings van die Wet op Gelyke Indiensneming.
2. Die Munisipaliteit behou die reg voor om nie 'n aanstelling te maak nie.
3. Alle aanstellings is onderworpe aan 'n polisieverklaring wat noodwendig beteken dat applikante toestemming verleen dat dit verkry mag word.
4. Aansoeke wat na die sluitingsdatum ontvang word of nie vergesel van die dokumentasie hieronder genoem nie, sal nie oorweeg word nie.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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 informasie wat u aan ons verskaf korrek is en 'n ware weergawe is van u mees onlangse inligting.
10. 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),‘n Curriculum Vitae (maksimum 3 bladsye) en gesertifiseerde afskrifte van die nodige kwalifikasie, sertifikate, identiteitsdokument en bestuurderslisensie **(slegs een per aansoekvorm)** kan by enige van die onderskeie **Munisipale Kantore (Aurora, Eendekuil, Redelinghuys, Piketberg, Porterville & Velddrif), binne die munisipale gebied ingehandig word of kan gepos word na Posbus 60, Piketberg, 7320 of per koerier na Kerkstraat 13, Piketberg, 7320 vir die aandag van Mnr DF Verhoog**, teen nie later 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, 07 FEBRUARIE 2025 OM 15:00

ADV. H LINDE
MUNISIPALE BESTUURDER

MK 4/2025

KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320

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)

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER
(Based in Piketberg)

RE-ADVERTISE:
INTERNSHIP: 1X INTERNAL AUDIT & RISK MANAGEMENT

National Treasury has set up a financial internship programme to manage capacity building in municipalities. Interns will undergo practical experience and further training in strategic reforms in municipal finance. This appointment will be valid for twenty four (24) months with a possible extension of a further year.

The Internship is aimed at young graduates who see a future in Local Government with specific reference to the Internal Audit division.

Requirements: A three (3) **-** year Bachelor's Degree / National Diploma in Internal Auditing and/or Risk Management · Code B driver's license will be an added advantage · Computer Literacy (MS Office Applications) · Proficiency in at least two (2) of the official languages of the Western Cape (Afrikaans/English/Xhosa – Speak, Read and Write) · Good human relations, interpersonal and communication skills · Ability to give attention to detail · High level of responsibility ·Accountancy and numeracy skills · Report Writing skills · Basic knowledge of monthly reconciliations and knowledge of financial & supply chain management processes.

Key Performance Areas: Training in key performance areas of Internal Audit & Risk Management.

Stipend:	R 100 000.00 per annum Stipend (as set out in the National Treasury Guidelines for the Implementation of (MFMIP)
Date of acceptance:	01 April 2025 or as soon as possible
Enquiries:	Mr M Mseleni at 022 913 6000

GENERAL:

1. 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.
2. The Municipality is not bound to make any appointment.
3. All applicants will be subjected to police clearance with the consent of the applicant.
4. Applications received after the closing date or which have been received without the documentation mentioned below, will not be considered.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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 provided to us is true, correct and up to date.
10. Successful candidates will be expected to sign a contract of employment, disclosure of benefits and interests and a performance agreement (where applicable) with the employer.

A covering letter with at least two contactable references (managers, subordniates 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) with certified copies of the necessary qualification, certificates , ID document, and a Curriculum Vitae (Maximum of 3 pages), **(only one 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, 07 FEBRUARY 2025 AT 15:00

ADV H LINDE
MUNICIPAL MANAGER

MN 4/2025

13 CHURCH STREET
P O BOX 60
PIKETBERG
7320