



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

SENIOR HOUSING OFFICER (PIKETBERG)
DIRECTORATE: COMMUNITY SERVICES
REF: GD174/341/PB

Qualifications: A relevant post matric qualification, preferably a Certificate / Diploma / B Degree in Property Management / Build Environment / Housing Administration / Public Administration / Town Planning or related

Experience: Five (5) – Eight (8) years' relevant experience required

Requirements: Valid Code B driver's licence · Proficiency in at least two (2) of the official languages of the Western Cape (Afrikaans / English / Xhosa- Read, Write and Speak) · Computer Literate (Office applications) · 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 · Required to work outside normal working hours during emergencies and planned overtime · Required to work overtime / attend meetings after hours · Must perform duties in any area of the municipality · Act as Head: Housing Administration when required · Incumbent must be physically fit and able bodied · Of sound mind and body and no speech impediment · Work in varying weather conditions

Job Purpose: Performs specific administrative tasks associated with the processing of housing applications, updating and provision of information and/or guidance on procedural requirements to the public to ensure that specific requirements are promptly and professionally attended to in accordance with laid down housing laws, policies, programmes, guidance and procedures

Key Performance Areas: Provide office support in respect of specific tasks associated with housing · Processes applications and information related to activities associated with housing applications · Liaise with external role players with regard to housing related issues and activities · Promote sound public relations management between the municipality and housing beneficiaries · Co-ordinates and conducts education on the housing education consumer program · Undertake specific tasks/activities associated with the recording of surveys associated with housing infrastructure · Ensure proper and effective administering of housing related issues and projects · In collaboration with the Head: Human Administration, establish a database of relevant policies, legislation and strategies around housing services · Administer housing ownership issues to render support to beneficiaries · In collaboration with the Head: Human Administrative facilitate / apply law enforcement in terms of human settlements / housing contraventions · Perform specific administrative tasks/activities associated with updating and maintaining records/ information of work in progress and completed works · Responsible to take part in the Municipality's Performance Management and Development Systems

The Competency Framework for this position is a Administrative Competency level 3 as stipulated 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 Competencies	Personal Competencies	Management / Leadership Competencies
- Influencing - Technical communication - Organisational awareness - Conceptual thinking	- Project management - Financial management - Information measuring & monitoring - Technology usage	- Service delivery orientation - Communication - Client orientation and customer focus	- Action orientation - Resilience - Change readiness - Learning orientation - Problem solving	- Team orientation - Direction Setting - Impact and Influence - Coaching and Mentoring

Salary:	R 347 928.00 per annum (T11 of a Category 3 Local Authority)
Date of acceptance:	01 December 2025 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 SAPD clearings; which means that you give us permission to obtain SAPD clearance, by applying for a position at the Municipality.
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 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 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, 10 OCTOBER 2025 AT 15:00

**ADV H LINDE
MUNICIPAL MANAGER**

MN210/2025

**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 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

SENIOR BEHUISINGSBEAMPTTE (PIKETBERG) **DIREKTORAAT: GEMEENSAPSDIENSTE** **VERW: GD174/341/PB**

Kwalifikasie: 'n Relevante post-matriek kwalifikasie, verkieslik 'n Sertifikaat / Diploma / B-graad in Eiendomsbestuur / Bou-omgewing / Behuisingsadministrasie / Openbare Administrasie / Stadsbeplanning of verwante

Ondervinding: Vyf (5) – Agt (8) jaar relevante ondervinding

Posvereistes: Geldige Kode B-bestuurslisensie · Vaardigheid in ten minste twee (2) van die amptelike tale van die Wes-Kaap (Afrikaans / Engels / Xhosa - Lees, Skryf en Praat) · Rekenaarvaardig (Kantoortoe toepassings) · Goeie menseverhoudinge, interpersoonlike en kommunikasievaardighede · Vermoë om aandag aan detail te gee · Hoë vlak van verantwoordelikheid · Vermoë om onder druk te werk · Vermoë om konfliktsituasies te hanteer · Vereis om buite normale werksure te werk tydens noodgevalle en beplande oortyd · Vereis om oortyd te werk / vergaderings na ure by te woon · Moet pligte in enige area van die munisipaliteit verrig · Tree op as Hoof: Behuisingsadministrasie wanneer nodig · Posbeker moet fisies fiks en liggaamlik geskik wees · Van gesonde verstand en liggaam en geen spraakgebrek hê · Werk in wisselende weersomstandighede

Posdoel: Verrig spesifieke administratiewe take wat verband hou met die verwerking van behuisingsaansoeke, die opdatering en verskaffing van inligting en/of leiding oor prosedurele vereistes aan die publiek om te verseker dat spesifieke vereistes vinnig en professioneel aandag kry in ooreenstemming met neergelegde behuisingswette, beleide, programme, leiding en prosedures.

Sleutelprestasiereas: Verskaf kantoorondersteuning met betrekking tot spesifieke take wat verband hou met behuising · Verwerk aansoeke en inligting met betrekking tot aktiwiteite wat verband hou met behuisingsaansoeke · Skakel met eksterne rolspelers met betrekking tot behuisingsverwante kwessies en aktiwiteite · Bevorder goeie openbare betrekkinge-bestuur tussen die munisipaliteit en behuisingsbegunstigdes · Koördineer en voer opleiding uit oor die behuisingsopvoedingsverbruikersprogram · Onderneem spesifieke take/aktiwiteite wat verband hou met die opname van opnames wat verband hou met behuisingsinfrastruktuur · Verseker behoorlike en effektiewe administrasie van behuisingsverwante kwessies en projekte · In samewerking met die Hoof: Menslike Administrasie, vestig 'n databasis van relevante beleide, wetgewing en strategieë rondom behuisingsdienste · Administreer behuisingseienaarskapkwessies om ondersteuning aan begunstigdes te bied · In samewerking met die Hoof: Menslike Administrasie, fasiliteer / pas wetstoepassing toe in terme van menslike nedersettings / behuisingsoortredings · Verrig spesifieke administratiewe take/aktiwiteite wat verband hou met die opdatering en instandhouding van rekords/inligting van werk in uitvoering en voltooiende werke · Verantwoordelik om deel te neem aan die Munisipaliteit se Prestasiebestuur- en Ontwikkelingstelsels

Die Bevoegdheidsraamwerk vir hierdie pos is 'n Administratiewe Bevoegdheidsvlak 3 soos uiteengesit in Aanhangsel A van die Munisipale Personeelregulasies, Regeringskennisgewing R890, soos afgekondig in Staatskoerant 45181, gedateer 20 September 2021, en bestaan uit die volgende bevoegdhede.

Kern Professionele Bevoegdhede	Funksionele Bevoegdhede	Staatsdiens Oriëntasie Bevoegdhede	Persoonlike Bevoegdhede	Bestuur/Leierskap Bevoegheid
• Beïnvloeding • Tegnieke kommunikasie • Organisasionele bewustheid • Konseptuele denke	• Projekbestuur • Finansiële bestuur • Inligtingsmeting en -monitering • Tegnologiegebruik	• Diensterwings-oriëntering • Kommunikasie • Kliënteorientasie en klantefokus	• Aksie-oriëntasie • Veerkragtigheid • Verandergereedheid • Leeroriëntering • Probleemoplossing	• Spanorientering • Rigtinginstelling • Impak en Invloed • Afrigting en Mentorskap

Salaris:	R 347 928.00 per jaar (T11 van 'n Kategorie 3 Plaaslike Owerheid)
Datum van aanvaarding:	01 Desember 2025 of so gou as moontlik
Navrae:	Ms. 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 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 SAPS-verklaring 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 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 vakttoets 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 plaaslike kandidate binne Berggrivier 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 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, 10 OKTOBER OM 15:00

**ADV. H LINDE
MUNISIPALE BESTUURDER**

MK210/2025

**KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320**