



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 minute 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**

SYSTEMS ADMINISTRATOR (PIKETBERG)

DIRECTORATE: CORPORATE SERVICES

REF: KD29/081/PB

Qualifications:

National Diploma: Information Technology/Computer Science/Information Systems or Relevant professional ICT qualification

Microsoft Certified: Microsoft Power BI Data Analyst

Experience:

Two (2) - Five (5) year's relevant experience.

Requirements: Valid Code B driver's license · System and database troubleshooting skills · Report development using SQL, Power BI, Excel, or similar tools · Familiarity with Active Directory, virtual servers, and software patching tools · Basic scripting or low-code development experience · Understanding of ICT security and risk principles · Knowledge of change control processes and audit trails · Familiarity with CMS platforms · Must be able to work overtime · Perform standby duty · Ability to work independently and with confidential information · Knowledge on a range of computer systems · Ability to communicate via email, telephone or person to person · Good sight and hearing required · Must be physically fit and healthy · Ability to perform manual operations · Must be able to deal with stressful situations

Job purpose: To support the effective functioning, integration, security, and compliance of municipal information systems, with a specific focus on financial systems, data governance, statutory reporting (e.g. mSCOA), and performance monitoring. The incumbent ensures systems stability through technical support, reporting development, access control, backup routines, and change management processes, while also acting as a system champion for strategic ICT initiatives such as Smart City technologies.

Key Performance Areas: Assigning and enforcing security policies for all databases and applications and installing or updating software in order to allow the IT department to perform their duties and be more effective and efficient · Responsible for supporting the technical implementation and functional integration of municipal systems across departments. This includes assisting with data migration, conducting compatibility testing, preparing integration documentation, and working with service providers to ensure that systems interface correctly. The role contributes to systems rollouts, upgrades, and compliance by ensuring that integration routines are accurate, secure, and aligned with business and legislative requirements · Supports the implementation and monitoring of systems-based compliance controls across municipal ICT platforms. This includes applying established procedures to manage user access, track audit trails, and assist with the preparation of information required for audits and regulatory reporting. The role ensures that systems operate within the framework of applicable legislation such as the MFMA, mSCOA, POPIA, and internal ICT policies · Responsible for maintaining the performance, stability, and availability of core ICT systems and applications. The incumbent ensures routine updates, software patches, backups, and technical support are conducted in accordance with operational procedures and ICT standards. This includes providing second-line support for systems users, liaising with vendors for resolution of technical issues, and proactively monitoring system health to prevent downtime or performance degradation · Provide a procurement and IT asset management support service to ensure all IT assets are accounted for, adequate IT stock are available and IT assets are insured · Provides technical and analytical support to ensure data integrity, consistency, and accessibility across municipal systems. This includes maintaining structured datasets for reporting, validating data against mSCOA segment requirements, and assisting departments in retrieving and interpreting operational data. The role supports compliance and decision-making by preparing reports, improving data accuracy, and ensuring that data-handling processes follow approved procedures and classifications · Responsible for implementing and monitoring operational ICT security controls that protect municipal systems, data, and users. This includes applying established security procedures, enforcing access control standards, monitoring system activity for irregularities, and supporting disaster recovery and business continuity efforts. The role supports risk mitigation by identifying basic vulnerabilities, promoting end-user awareness, and assisting in the maintenance of ICT risk registers and backup routines · Provides technical support in the development and maintenance of business systems, reports, forms, and small-scale applications. This includes analysing user requirements, configuring reporting tools, developing custom reports and templates, and assisting with minor workflow automation using approved platforms. The role contributes to improved service delivery and compliance by enabling departments to access accurate, timely, and structured information from municipal systems · Provides support and technical maintenance of existing business applications used within the municipality. This includes investigating user-reported issues, identifying root causes, implementing approved fixes or enhancements, and ensuring that software updates are deployed efficiently. The role is responsible for sustaining operational reliability of applications by applying good governance practices, using approved change management procedures, and ensuring municipal software remains current, secure, and functional · Responsible for the technical administration, operational support, and basic enhancement of the municipal website and internet. This includes monitoring system performance, maintaining user access, coordinating content updates, managing backups, and supporting integration with internal systems. The role ensures the website is operational, secure, and vendors, and ICT management. It also contributes to website performance reporting and supports digital service delivery objectives under guidance · Responsible for administering and coordinating the publishing of digital content on the municipal website. This includes receiving and preparing content from internal departments, formatting it for online publication, applying document standards, archiving expires content, and supporting public access to key documents. The role ensures that content is posted timeously, remains accessible, and reflects current information standards · Provides a helpdesk support and administration service to ensure that the IT department is efficient in attending to user's complaints effectively and within a specified timeframe · Responsible to take part in the Municipality's Performance Management and Development System

The competency level for this position is an Information Technology level 2 as stipulates in Annexure A of the Municipal Staff Regulations

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
• Business communication • Organisational Awareness • Consulting • Planning & Organising • Monitor & Control • Negotiation • Oral communication • Written communication	• Information strategy • Advice & Guidance • Business & IS&T planning • Technical strategy & planning • Business change management • Data conversion • Operations • Installation & Integration • User support	• Interpersonal relationships • Communication • Service delivery orientation	• Action & outcome orientation • Resilience • Cognitive ability • Learning orientation	• Impact and influence • Team Orientation • Direction Setting • Coaching & mentoring

Salary:	R 410 724.00 per annum (T12 of a Category 3 Local Authority)
Date of acceptance:	01 April 2026 or as soon as possible
Enquiries:	Mr S Lesch 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 homeowners 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 clearings; which means that you give us permission to obtain Police 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. Appointments 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 Bergvriervier area (WC013).**
12. Successful candidates will expect 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 License and a Curriculum Vitae (Maximum of 3 pages), (only one post per application form) can be handed in at any of the respective **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, 23 JANUARY 2026 AT 15:00

**ADV H LINDE
MUNICIPAL MANAGER**

MN 280/2025

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



BERGRIVIER MUNISIPALITEIT

Bergvliet 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.

Bergvliet Munisipaliteit, met sy hoofkantoor te Piketberg en ongeveer 90 minute vanaf Kaapstad, beskik tans oor die volgende vakatuur en aansoek 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

STELSEL ADMINISTRATEUR (PIKETBERG)
DIREKTORAAT: KORPORATIEWE DIENSTE
VERW: KD29/2081/PB

Kwalifikasie: Nasionale Diploma: Informasie Tegnologie/Rekenaarwetenskap/Inligtingstelsels of Relevante professionele IKT- kwalifikasie
Microsoft-gesertifiseerd: Microsoft Power BI-data-ontleder

Ondervinding: Twee (2) - Vyf (5) jaar relevante ondervinding

Posvereistes: Geldige Kode B-bestuurslisensie-Stelsel- en databasisfoutopsporingsvaardighede. Verslagontwikkeling met behulp van SQL, Power BI, Excel of soortgelyke hulpmiddels. Vertroud met "Active Directory", virtuele bedieners en sagteware-opdateringshulpmiddels. Basiese "skript"- of lae-kode ontwikkelingsondervinding. Begrip van IKT-sekureiteits- en risikobeginsels. Kennis van veranderingsbeheerprosesse en ouditspore. Vertroudheid met "CMS-platforms". Moet oortyd kan werk. Moet bystandsdienste verrig. Vermoë om onafhanklik te werk en met vertroulike inligting om te gaan. Kennis van 'n wye reeks rekenaarstelsels. Vermoë om te kommunikeer per e-pos, telefoon of persoon-tot-persoon. Goeie sig en gehoor het. Moet fisies fiks en gesond wees. Vermoë om take per hand uit te voer. Moet stresvolle situasies kan hanteer.

Doel van pos: Om die effektiewe funksionering, integrasie, sekureiteits- en nakoming van munisipale inligtingstelsels te ondersteun, met 'n spesifieke fokus op finansiële stelsels, databeheer, statutêre verslagdoening (bv. mSCOA) en prestasiemonitering. Die posbekleër verseker stelselstabiliteit deur tegniese ondersteuning, verslagdoeningsontwikkeling, toegangsbeheer, rugsteunroetines en veranderingsbestuursprosesse, terwyl die posbekleër ook as 'n stelselkampioen vir strategiese IKT-inisiatiewe soos Slimstad-tegnologieë optree.

Sleutelprestasiereas: Toekenning en afdwinging van sekureiteitsbeleid vir alle databasisse en toepassings en installering of opdatering van sagteware om die IT-afdeling in staat te stel om hul pligte uit te voer en meer effektief en doeltreffend te wees. · Verantwoordelik vir die ondersteuning van die tegniese implementering en funksionele integrasie van munisipale stelsels oor departemente heen. Dit sluit in hulp met datamigrasie, die uitvoering van versoekenbaarheidstoetse, die voorbereiding van integrasiedokumentasie en samewerking met diensverskaffers om te verseker dat stelsels korrek koppel. Die rol dra by tot stelseluitrol, opgraderings en nakoming deur te verseker dat integrasieprosesse akkuraat, veilig en in lyn is met besigheids- en wetgewende vereistes. · Ondersteun die implementering en monitering van stelselgebaseerde nakomingskontroles oor munisipale IKT-platforms. Dit sluit in die toepassing van gevestigde prosedures om gebruikerstoegang te bestuur, ouditroetes op te spoor en te help met die voorbereiding van inligting wat benodig word vir oudits en regulatiese verslagdoening. Die rol verseker dat stelsels binne die raamwerk van toepaslike wetgewing soos die MFMA, mSCOA, POPIA en interne IKT-beleid funksioneer. · Verantwoordelik vir die handhawing van die werkverrigting, stabiliteit en beskikbaarheid van kern-IT-stelsels en -toepassings. Die posbekleër verseker dat roetine-opdaterings, sagteware-opdaterings, rugsteun en tegniese ondersteuning uitgevoer word diensooreenkomstig met die operasionele prosedures en IKT-standaarde. Dit sluit in die verskaffing van tweedelynondersteuning vir stelselgebruikers, skakeling met verskaffers vir die oplossing van tegniese probleme, en die proaktiewe monitering van stelsel status om af tyd of agteruitgang te voorkom. Verskaf 'n verkrygings- en IKT-batebestuursondersteuningsdiens om te verseker dat alle IKT-bates verantwoord word, voldoende IKT-voorraad beskikbaar is en IKT-bates verseker is. · Verskaf tegniese en analitiese ondersteuning om data-integriteit, konsekwentheid en toeganklikheid oor munisipale stelsels te verseker. Dit sluit in die instandhouding van gestruktureerde datastelle vir rapportering, die bevestiging van data teen mSCOA-segmentvereistes, en die bystand van departemente met die herwinning en interpretasie van operasionele data. Die rol ondersteun voldoening en besluitneming deur verslae voor te berei, data-akkuraatheid te verbeter en te verseker dat datahanteringsprosesse goedgekeurde prosedures en klassifikasies volg. · Verantwoordelik vir die implementering en monitering van operasionele IKT-sekureiteitsbeheermaatreëls wat munisipale stelsels, data en gebruikers beskerm. Dit sluit in die toepassing van gevestigde sekureiteitsprosedures, die afdwinging van toegangsbeheerstandaarde, die monitering van stelselaktiwiteit vir onreëlmatighede, en die ondersteuning van rampherstel- en besigheidskontinuiteitspogings. Die rol ondersteun risikobestuur deur basiese kwesbaarhede te identifiseer, eindgebruikerbewustheid te bevorder, en te help met die instandhouding van IKT-risikoregisters en rugsteunroetines. · Verskaf tegniese ondersteuning in die ontwikkeling en instandhouding van besigheidstelsels, verslae, vorms en kleinskaalse toepassings. Dit sluit in die ontleiding van gebruikersvereistes, die konfigurasie van verslagdoeningsinstrumente, die ontwikkeling van persoonlike verslae en sjablone, en hulp met geringe werkvloei-outomatisering deur gebruik te maak van goedgekeurde platforms. Die rol dra by tot verbeterde dienslewering en nakoming deur departemente in staat te stel om toegang tot akkurate, tydige en gestruktureerde inligting vanaf munisipale stelsels te verkry. · Verskaf ondersteuning en tegniese instandhouding van bestaande besigheidstoepassings wat binne die munisipaliteit gebruik word. Dit sluit in die ondersoek van gebruikersgerapporteerde probleme, die identifisering van oorsake, die implementering van goedgekeurde oplossings of verbeterings, en die versekering dat sagteware-opdaterings doeltreffend ontplooi word. Die rol is verantwoordelik vir die handhawing van operasionele betroubaarheid van toepassings deur goeie bestuurspraktyke toe te pas, goedgekeurde veranderingsbestuursprosedures te gebruik, en te verseker dat munisipale sagteware op datum, veilig en funksioneel bly. · Verantwoordelik vir die tegniese administrasie, operasionele ondersteuning en basiese verbetering van die munisipale webwerf en internet. Dit sluit in die monitering van stelselprestasie, die handhawing van gebruikerstoegang, die koördinering van inhoudopdaterings, die bestuur van rugsteun en die ondersteuning van integrasie met interne stelsels. Die rol verseker dat die webwerf operasioneel, veilig is. Dit dra ook by tot webwerfprestasierverslagdoening en ondersteun digitale diensleweringdoelwitte, onder leiding. · Verantwoordelik vir die administrasie en koördinering van die publikasie van digitale inhoud op die munisipale webwerf. Dit sluit in die ontvangs en voorbereiding van inhoud van interne departemente, die samestelling daarvan vir aanlyn publikasie, die toepassing van dokumentstandaarde, die argivering van vervalde inhoud en die ondersteuning van openbare toegang tot sleuteldokumente. Die rol verseker dat inhoud betyds geplaas word, toeganklik bly en huidige inligtingstandaarde weerspieël. · Verskaf 'n "helpdesk" en administrasiediens om te verseker dat die IT-afdeling doeltreffend is om gebruikers se klagtes effektief en binne 'n gespesifiseerde tydsraamwerk aan te spreek. · Verantwoordelik om deel te neem aan die Munisipaliteit se Prestasiebestuur- en Ontwikkelingsstelsel.

Die Bevoegdheidsraamwerk vir hierdie pos is 'n Informasie Tegnologievlak 2 soos uiteengesit in Aanhangsel A van die Munisipale Personeel Regulasies Staatskennissgewing 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
- Besigheidskommunikasie - Organisatoriese bewustheid - Konsultasie - Beplanning & Organiserings - Monitor & beheer - Onderhandelings - Mondelinge kommunikasie - Geskrewe kommunikasie	- Inligtingstrategie - Advies & Leiding - Besigheids- en IS&T-beplanning - Tegniese strategie & beplanning - Besigheidsverandering bestuur - Data-omskakeling - Operasies - Installasie & Integrasie - Gebruikerondersteuning	- Interpersoonlike verhoudings - Kommunikasie - Dienstelewerings-oriëntering	- Aksie-oriëntering - Volharding - Kognitiewe vermoë - Leeroriëntering	- Impak en invloed - Spanoriëntering - Rigtingsbepaling - Afrigting en Mentorskap

Salaris:	R 410 724.00 per jaar (T12 van 'n Kategorie 3 Plaaslike Owerheid)
Datum van aanvaarding:	01 April 2026 of so gou as moontlik
Navrae:	Mnr. S Lesch by 022 913 6000

ALGEMEEN:

- '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.
- Die Munisipaliteit is 'n gelyke geleentheid werkgewer en eerbiedig die bepalinge van die Wet op Gelyke Indiensneming.
- Die Munisipaliteit behou die reg voor om nie 'n aanstelling te maak nie.
- Alle aanstellings is onderworpe aan 'n polisieverklaring wat noodwendig beteken dat applikante toestemming verleen dat dit verkry mag word.
- Aansoeke wat na die sluitingsdatum ontvang word of nie vergesel van die dokumentasie hieronder genoem nie, sal nie oorweeg word nie.
- 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.
- 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.
- Benewens die minimum posvereistes en standplaas hierin gestel, mag daar van posbekeërs 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.
- 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 vakoets af te lê.
- 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.
- Voorkeur sal verleen word aan plaaslike kandidate binne Berggrivier area (WC013).**
- 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, 23 JANUARIE 2026 OM 15:00

**ADV. H LINDE
MUNISIPALE BESTUURDER**

MK 280/2025

**KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320**