



BERGRIVIER MUNISIPALITEIT

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 a 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

CHIEF CLERK: PROJECT MANAGEMENT AND BUILDING CONTROL (PIKETBERG)

DIRECTORATE: TECHNICAL SERVICES

REF: TD300/035/PB

Qualifications: Grade 12 or equivalent qualification;
A certificate in Public Administration (NQF Level 5) is advantageous

Experience: One (1) year relevant experience

Requirements: Computer Literacy: Office Applications · 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) · Excellent phone etiquette and professional communication skills · Strong organizational skills with attention to detail · Knowledge of building control processes and minor works application requirements · Customer service orientation with the ability to handle inquiries efficiently · Problem-solving skills and the ability to resolve queries independently · Time management and the ability to handle multiple tasks under time constraints · Must be willing to work outside normal working hours when required to meet deadlines · Transporting official documents/goods with municipal vehicle · Must be physically fit and able bodied

Job purpose: The Administrative Clerk/Receptionist serves as the primary point of contact for public enquiries related to building control · This role ensures efficient communication, accurate record-keeping, and exceptional customer service while supporting the administrative processes for building control applications and approvals · Implements and processes specific administrative activities/tasks associated with minor building works applications (checking amended dimensions, general plan compliance, fee structure, etc.) recording, capturing on the Building Control database, scanning and archiving of building plans, and providing copies of plans to officials and members of the public, including handling of front desk customer service (processing/queries · Forwarding related queries/complaints to specific officials for attention and resolution · Completion of monthly recon of building plan register with income register with the inclusion of any building control statistics will be the responsibility of the Administrative Clerk · The purpose entails the providing of general office support in the specific functional areas within the Directorate Technical Services as required

Key Performance Areas: Public Assistance and Enquiries · Administrative Support · Communication & Records Controls · Reporting · Performs tasks associated with the provisions of office support and reception/telephonist service · Performs tasks associated with the provision of computing and related office support to the Department · Responsible to participate in the Municipality's Performance Management and Development System

The Competency Framework for this position is an Administrative Competency 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:

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
- Written communication - Oral communication - Attention to detail - Influencing - Ethics & professionalism - Organizational awareness - Problem solving - Planning & organizing	- Business processes - Use of technology - Data processing & analysis	- Interpersonal relationships - Communication - Service delivery orientation - Client orientation & customer focus	- Action orientation - Resilience - Change readiness - Cognitive ability - Learning orientation	- Impact & influence - Team orientation - Direction setting - Coaching & mentoring

Salary:	R 232 512.00 per annum (T08 of a Category 3 Local Authority)
Date of acceptance:	01 May 2026 or as soon as possible
Enquiries:	Mr L Janse van Rensburg 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 clearance; which means that by applying for a position at the Municipality, you give us permission to obtain 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. **Only applications within the Bergvriervier Municipal area (WC013) will be considered.**
12. Successful candidates will be 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, 20 FEBRUARY 2026 AT 15:00

**ADV H LINDE
MUNICIPAL MANAGER**

MN27/2026

**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 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**

HOOFKLERK: PROJEKBESTUUR EN BOUBEHEER (PIKETBERG)

DIREKTORAAT: TEGNIESE DIENSTE

VERW: TD300/035/PB

Kwalifikasie: Graad 12 of ekwivalente kwalifikasie;
'n Sertifikaat in Openbare Administrasie (NQF Vlak 5) is voordelig

Ondervinding: Een (1) jaar relevante ondervinding

Posvereistes: Rekenaargeletterdheid: Kantoortoepassings · Kode B-bestuurslisensie · Vaardigheid in ten minste twee (2) van die amptelike tale van die Wes-Kaap (Afrikaans/Engels/Xhosa - Lees, Skryf en Praat) · Uitstekende telefoonetiket en professionele kommunikasievaardighede · Sterk organisatoriese vaardighede met aandag aan detail · Kennis van boubesheerprosesse en klein werke-aansoekvereistes · Kliëntediensoriëntasie met die vermoë om navrae doeltreffend te hanteer · Probleemoplossingsvaardighede en die vermoë om navrae onafhanklik op te los · Tydsbestuur en die vermoë om verskeie take onder tydsbeperkings te hanteer · Moet bereid wees om buite normale werksure te werk wanneer nodig om sperdatums te haal · Vervoer van amptelike dokumente/goedere met munisipale voertuig · Moet fisies fiks en liggaamlik bekwaam wees met ondervinding

Posdoel: Die Administratiewe Klerk/Ontvangsdame dien as die primêre kontakpunt vir openbare navrae met betrekking tot boubesheer · Hierdie rol verseker doeltreffende kommunikasie, akkurate rekordhouding en uitsonderlike kliëntediens terwyl die administratiewe prosesse vir boubesheer-aansoeke en -goedkeurings ondersteun word · Implementeer en verwerk spesifieke administratiewe aktiwiteite/take wat verband hou met klein bouwerk-aansoeke (kontrole van gewysigde afmetings, algemene plan-nakoming, fooiinstruktuur, ens.) opname, vaslegging op die Boubesheer-databasis, skandering en argivering van bouplanne, en die verskaffing van kopieë van planne aan amptenare en lede van die publiek, insluitend die hantering van kliëntediens by die ontvangstoonbank (verwerking/navrae · Die aanstuur van verwante navrae/klagtes aan spesifieke amptenare vir aandag en oplossing · Die voltooiing van maandelikse hersiening van die bouplanregister met inkomsteregister met die insluiting van enige boubesheerstatistieke sal die verantwoordelikheid van die Administratiewe Klerk wees · Die doel behels die verskaffing van algemene kantoorondersteuning in die spesifieke funksionele areas binne die Direkoraat Tegniese Dienste soos vereis.

Sluitelprestasie-areas: Openbare Bystand en Navrae · Administratiewe Ondersteuning · Kommunikasie- en Rekordbeheer · Verslagdoening · Verrig take wat verband hou met die verskaffing van kantoorondersteuning en ontvangs-/telefonisdienste · Verrig take wat verband hou met die verskaffing van rekenaar- en verwante kantoorondersteuning aan die Departement · Verantwoordelik om deel te neem aan die Munisipaliteit se Prestasiebestuur- en Ontwikkelingstelsel

Die Bevoegdheidsraamwerk vir hierdie pos is 'n Administratiewe Bevoegdheidsvlak 1 soos uiteengesit in Bylae A van die Munisipale Personeelregulasies Staatskennisgewing 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
• Geskrewe kommunikasie • Mondelinge kommunikasie • Aandag aan besonderhede • Beïnvloeding • Etiek & professionaliteit • Organisasoriese bewustheid • Probleem oplossing • Beplanning & organisering	• Sakeprosesse • Gebruik van tegnologie • Dataverwerking & analise	• Interpersoonlike verhoudings • Kommunikasie • Diensleweringsoriëntering • Kliënt-oriëntasie en kliëntfokus	• Aksie oriëntering • Volharding • Verander gereedheid • Kognitiewe vermoë • Leeroriëntasie	• Impak en invloed • Spanoriëntering • Rigtingbepaling • Afrigting en mentorskap

Salaris:	R232 512.00 per jaar (T08 van 'n Kategorie 3 Plaaslike Owerheid)
Diensaanvaarding:	01 Mei 2026 of so spoedig moontlik
Navrae:	Mnr L Janse van Rensburg 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 Polisie 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. 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 sekerheidsverklaring en daar sal ook van aansoekers verwag word om 'n onderhoud- en evalueringsproses te deurloop en waar van toepassing, 'n vakoets 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. **Slegs aansoeke vanuit Berggrivier Munisipale area (WC013) sal oorweeg word.**
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, 20 FEBRUARIE 2026 OM 15:00

**ADV. H LINDE
MUNISIPALE BESTUURDER**

MK27/2026

**KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320**