



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. (Women and persons with disabilities are encouraged to also apply.)

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.

VACANCY
INTERNAL & EXTERNAL APPLICATIONS WILL BE CONSIDERED

LIBRARIAN (PORTERVILLE)
DIRECTORATE: COMMUNITY SERVICES
REF: GD60/201/PV

Qualifications: B.Bibl / B.LIS / B.Tech: LIS / B.Inf (Hons) or PGDip LIS or equivalent 4 year post matric qualification
 Registered member of LIASA
 Code B driver's licence

Experience: Two (2) – Five (5) years practical experience in a public library; and
 Experience as part of the academic program

Requirements: Proficiency in at least two (2) of the official languages of the Western Cape (Afrikaans/English/Xhosa- Read, Write, Speak)
 · Computer Literacy (Library office applications) · High level of responsibility · Ability to give attention to detail · Good management, communication, human relations and interpersonal skills · Required to work outside normal working hours during planned overtime · Must perform duties in the whole area of the municipality when required · The incumbent must physically fit and able bodied

Job Purpose: Co-ordinates the operations of the Library Services and monitors the execution of procedural sequences/requirements associated with aligning standards to meet customer objectives, attending to the acquisition, and organization of information and interacting and providing users with information from various media, creating an environment conducive to learning through the arrangement of displays and signage of new library materials and attending to administrative reporting and record updating requirements.

Key Performance Areas: ·Oversight over the co-ordination of the activities, procedures and outcomes associated with the provision of a comprehensive information service to local communities through established libraries · Co-ordinates and controls tasks/activities associated with controlling personnel performance, productivity and discipline · Conduct oversight over the co-ordination and execution of specific procedural applications associated with the acquisition, organization and communication of information · Co-ordinates specific activities promoting reader awareness and interest provides information to users · Co-ordinates specific administrative and reporting requirements associated with operational key performance and result indicators · Promoting the sharing of knowledge to enhance the collective capacity and skills of officials · Responsible to part take in the Municipality's Performance Management and Development System

The Competency Framework for this position is Library Information Services level 2 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	Public Service Orientation Competencies	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
<ul style="list-style-type: none"> • People management • Conceptual thinking • Organisational awareness • Attention to detail • Professional / Technical proficiency 	<ul style="list-style-type: none"> • Interpersonal relationships • Communication • Client orientation and customer service 	<ul style="list-style-type: none"> • Interpersonal relationships • Communication • Service delivery orientation • Client orientation & customer focus 	<ul style="list-style-type: none"> • Accountability and ethical conduct • Resilience • Management of learning (learning orientation) 	<ul style="list-style-type: none"> • Impact & influence (advocacy skills) • Direction setting • Coaching & mentoring

Salary:	R 326 412.00 per annum (T11 of a Category 3 Local Authority)
Date of acceptance:	01 April 2025 or as soon as possible
Enquiries:	Mrs. G Croeser 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 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. 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 confirmed that the information you have provide to us is true, correct and up to date.
11. Preference will be given local candidates within Bergrivier (WC013) area.
12. Successful candidates will be expected to sign a contract of employment, disclosure of benefits and interest and a performance agreement (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 the 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, 28 FEBRUARY 2025 AT 15:00

**ADV H LINDE
MUNICIPAL MANAGER**

MN 16/2024

**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. (Vroue en persone met gestremdhede word aangemoedig om ook aansoek te doen.)

Bergrivier Munisipaliteit, met sy hoofkantoor te Piketberg en ongeveer 1 uur vanaf Kaapstad, beskik tans oor die volgende vakature en aansoeke word ingewag van bevoegde persone wat aan die gestelde minimum posvereistes voldoen.

VAKATURE INTERNE & EKSTERNE AANSOEKE SAL OORWEEG WORD

BIBLIOTEKARIS- / ESSE (PORTERVILLE) DIREKTORAAT: GEMEENSKAPSDIENSTE VERW: GD60/201/PV

Kwalifikasie: B.Bil / B.LIS / B.Tech: LIS / B.Inf (Hons) of PGDip LIS of ekwivalente 4 jaar na matriek kwalifikasie
Geregistreerde lid van LIASA
Kode B bestuurslisensie

Ondervinding: Twee (2) – Vyf (5) jaar praktiese ondervinding in 'n openbare Biblioteek; en
Ervaring as deel van die akademiese program

Posvereistes: Bevoegdheid in ten minste twee (2) van die amptelike tale van die Wes-Kaap (Afrikaans/Engels/Xhosa- Lees, Skryf, Praat)
· Rekenaargeletterdheid (Biblioteekkantoorroepassings) · Hoë vlak van verantwoordelikheid · Vermoë om aandag aan detail te gee · Goeie bestuur, kommunikasie, menseverhoudinge en interpersoonlike vaardighede · Vereis om buite normale werksure te werk tydens beplande oortyd · Moet pligte in die hele area verrig van die munisipaliteit wanneer nodig · Die posbekleie posbekleër moet fisies fiks en bekwaam

Posdoel: Koördineer die bedrywighede van die Biblioteekdienste en monitor die uitvoering van prosedures volgordes/vereistes wat verband hou met die belyning van standaarde om klant doelwitte te bereik, aandag te gee aan die verkryging, en organiseer van inligting en interaksie met en die verskaffing aan gebruikers vanuit verskeie bronne, die skep van 'n omgewing bevorderlik vir leer deur uitstallings en tekens aan te bring van nuwe biblioteekmateriaal en aandag te gee aan administratiewe take en verslae en opdatering van rekord vereistes.

Sleutel prestasie areas: Toesig oor die koördinerings van die aktiwiteite, prosedures en uitkomste wat verband hou met die verskaffing van 'n omvattende inligtingsdiens aan plaaslike gemeenskappe deur gevestigde biblioteke · Koördineer en beheer take/aktiwiteite wat verband hou met die beheer van personeelprestasie, produktiwiteit en dissipline · Hou toesig oor die koördinerings en uitvoering van spesifieke prosedurele toepassings wat verband hou met die verkryging, organisering en kommunikasie van inligting · Koördineer spesifieke aktiwiteite wat lesersbewustheid en belangstelling te bevorder verskaf inligting aan gebruikers · Koördineer spesifieke administratiewe en verslagdoeningsvereistes wat verband hou met operasionele sleutelprestasie en resultaat-aanwysers · Bevordering van die deel van kennis om die kollektiewe kapasiteit en vaardighede van amptenare te verbeter · Verantwoordelik om deel te neem aan die Munisipaliteit se prestasiebestuur- en ontwikkelingsstelsel.

Die Bevoegdheidsvlak vir hierdie pos is Biblioteekinligtingsdienste vlak 2 soos bepaal in Bylae A van die Munisipale Personeel Regulasies Staatskennisgewing R890 soos afgekondig in die Staatskoerant 45181 soos gedateer op 20 September 2021 en bestaan uit die volgende bevoegdhede:

Kern- Professionele Bevoegdhede	Openbare diensoriëntering	Openbare diensoriëntering	Persoonlike Bevoegdhede	Bestuurs-/ Leierskapsbevoegdhede
<ul style="list-style-type: none"> Mensebestuur Konseptuele denke Organisatoriese bewustheid Aandag aan besonderhede Professionele / Tegniiese vaardigheid 	<ul style="list-style-type: none"> Interpersoonlike verhoudinge Kommunikasie Kliëntoriëntering en klantefokus 	<ul style="list-style-type: none"> Interpersoonlike verhoudinge Kommunikasie Diensleweringsoriëntering Kliëntoriëntering en klantefokus 	<ul style="list-style-type: none"> Verantwoording en etiese gedrag Volharding Bestuur van leer (leeroriëntering) 	<ul style="list-style-type: none"> Impak en invloed (aanbevelersvaardighede) Rigtingbepaling Afrigting en mentoringkap

Salaris:	R 326 412.00 per jaar (T11 van 'n Kategorie 3 Plaaslike Owerheid)
Diensaanvaarding:	01 April 2025 of so spoedig moontlik
Navrae:	Mev. G Croeser by 022 913 6000

ALGEMEEN:

1. 'n Diensbonus gelykstaande aan een maand se salaris is, waar van toepassing, sal betaalbaar wees 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 polisieklaring 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 personeelid van die Munisipaliteit, is ontoelaatbaar en sal aansoekers onmiddellik diskwalifiseer.
8. Benewens die minimum posvereistes en standplaas hierin gestel, mag daar van posbektelers 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. Voorkeur sal verleen word aan plaaslike kandidate binne Bergrivier (WC013) area.
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) moet by 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, 28 FEBRUARIE 2025 OM 15:00

**ADV. H LINDE
MUNISIPALE BESTUURDER**

MK 16/2024

**KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320**