



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

VACANCY
INTERNAL & EXTERNAL APPLICATIONS WILL BE CONSIDERED

OPERATOR GRADE 2: ELECTRICAL (PIKETBERG)
DIRECTORATE: TECHNICAL SERVICES
REF: TD260/622/PB

Qualifications: Grade 10 with relevant electrical experience

Experience: One (1) - Two (2) years' experience on Mechanical Plant

Requirements: Code EC Driver's license with PrDP · Proficiency in at least 2 of the official languages of the Western Cape (Afrikaans/English/isiXhosa - read, write & speak) · Good supervision, human relations, interpersonal and communication skills · Ability to give attention to detail · High level of responsibility · Must be physically fit and able bodied · Required to work in all weather conditions · Must be prepared to enter confined spaces · Required to work outside normal working hours during emergencies and planned overtime · Must perform duties in the whole area of the municipality

Job Purpose: Performs tasks / activities associated with monitoring and reporting on the progress and execution of specific electrical maintenance work, transportation of material/equipment and personnel to/from work sites, and operating heavy and / or specialised vehicles

Key Performance Areas: Performs specific tasks/ activities at the Depot prior to and on completion of allocated maintenance assignments · Completes internal transactional documentation (e.g. tally sheets, log sheets, progress reports,) and related forms (vehicle checklist.) · Supervises and controls the activities of personnel and associated tasks · Allocates monitors and controls electrical network maintenance and repair work at specific sites · Performs specific tasks associated with electrical repair, installation and general maintenance type work · Performs specific tasks associated with the operation of heavy and/or specialised vehicles (Tip Trucks, Crane Trucks, etc.) during electrical maintenance activities · Responsible for Health and Safety compliance with statutory regulations during tasks which include protocols and procedures in order to minimise any incidents, and injuries and to maintain a healthy and safe working environment for all · Skills development · Responsible to part take in the Municipality's Performance Management and Development System

The Competency Framework for this position is an Operational Mechanical Plant 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	Personal Competencies
<ul style="list-style-type: none"> • Operation monitoring • Quality control analysis • Operation and control • Troubleshooting • Work place safety • Planning and organising 	<ul style="list-style-type: none"> • Service delivery orientation • Interpersonal relationships • Communication 	<ul style="list-style-type: none"> • Action orientation • Resilience • Accountability and ethical conduct • Learning orientation • Impact and influence • Team orientation

Salary:	R 193 728.00 per annum (T07 of a Category 3 Local Authority)
Date of acceptance:	01 March 2025 or as soon as possible
Enquiries:	Mr JJ Erasmus at 022 913 6028

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 Police clearance; which means that by applying for a position at the Municipality, you give us permission to obtain a 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, up to date and correct.
11. Only candidates within the Bergrivier Municipal area (WC013) will be considered.
12. Successful candidates will be expected to sign a contract of employment, disclosure of benefits and interests 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: MONDAY, 02 DECEMBER 2024 AT 16:00

**ADV H LINDE
MUNICIPAL MANAGER**

MN 303/2024

**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.

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

VAKATURE INTERNE & EKSTERNE AANSOEKE SAL OORWEEG WORD

OPERATEUR GRAAD 2: ELEKTIES (PIKETBERG)

DIREKTORAAT: TEGNIESE DIENSTE

VERW: TD260/622/PB

Kwalifikasie: Graad 10 met relevante elektriese ondervinding

Ondervinding: Een (1) - Twee (2) jaar se ondervinding op Meganiese aanleg

Posvereistes: Kode EC Bestuurderslisensie met PrDP · Vaardigheid in ten minste 2 van die amptelike tale van die Wes-Kaap (Afrikaans/Engels/isiXhosa - lees, skryf & praat) · Goeie toesig, menseverhoudings, interpersoonlike en kommunikasievaardighede · Vermoë om aandag aan detail te gee · Hoë vlak van verantwoordelikheid · Moet fisies fiks en bekwaam wees · Vereis om in alle weersomstandighede te werk · Moet bereid wees om beperkte ruimtes te betree · Vereis om buite normale werksure te werk tydens noodgevalle en beplande oortyd · Moet pligte in die hele area van die munisipaliteit verrig

Posdoel: Voer take/aktiwiteite uit wat verband hou met monitering en verslagdoening oor die vordering en uitvoering van spesifieke elektriese instandhoudingswerk, vervoer van materiaal/toerusting en personeel na/van werkerterreine, en die bestuur van swaar en/of gespesialiseerde voertuie

Sleutel prestasie areas: Voer spesifieke take / aktiwiteite by die Depot uit voor en na voltooiing van toegekende instandhoudingsopdragte · Voltooi interne transaksionele dokumentasie (bv. telblaai, logblaai, vorderingsverslae) en verwante vorms (voertuigkontrolelys) · Hou toesig oor en beheer die aktiwiteite van personeel en verwante take · Wys monitors en beheer elektriese netwerkonderhoud en herstelwerk op spesifieke terreine toe · Voer spesifieke take uit wat verband hou met elektriese herstel, installering en algemene instandhouding tipe werk · Voer spesifieke take uit wat verband hou met die bedryf van swaar en/of gespesialiseerde voertuie (Kipvragmotors, Kraanvragmotors, ens.) tydens elektriese instandhoudingsaktiwiteite · Verantwoordelik vir nakoming van gesondheid en veiligheid met statutêre regulasies tydens take wat protokolle en prosedures insluit ten einde enige voorvalle en beserings tot die minimum te beperk en om 'n gesonde en veilige werksomgewing vir almal te handhaaf · Vaardigheidsontwikkeling · Verantwoordelik om deel te neem aan die Munisipaliteit se Prestasiebestuur- en Ontwikkelingstelsel

Die Bevoegdheidsraamwerk vir hierdie pos is 'n Operasionele Meganiese Aanleg vlak 2 soos uiteengesit in Bylae A van die Munisipale Personeelregulasies, Staatskenningsgewing R890, soos afgekondig in Staatskoerant 45181, gedateer 20 September 2021 en bestaan uit die volgende bevoegdhede:

Kern Professionele Bevoegdhede	Bevoeghede t.o.v Openbare Diensoriëntering	Persoonlike Bevoegdhede
<ul style="list-style-type: none">Operasionele moniteringGehaltebeheeranaliseBedryf en beheerFoutoplossingWerkplekveiligheidBeplanning en organisering	<ul style="list-style-type: none">DiensleweringsooriënteringInterpersoonlike verhoudingsKommunikasie	<ul style="list-style-type: none">Aksie-oriënteringVolhardingVerantwoordingspligtigheid en etiese gedragLeerorieënteringImpak en invloedSpan-oriëntering

Salaris:	R 193 728.00 per jaar (T07 van 'n Kategorie 3 Plaaslike Owerheid)
Diensaanvaarding:	01 Maart 2025 of so gou moontlik
Navrae:	Mnr JJ Erasmus by 022 913 6028

ALGEMEEN:

1. 'n Diensbonus gelykstaande aan een maand se salaris, 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 polisieverklaring 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 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 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. Slegs kandidate binne die Bergrivier 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 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: MAANDAG, 02 DESEMBER 2024 OM 16:00

**ADV. H LINDE
MUNISIPALE BESTUURDER**

MK 303/2024

**KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320**