



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

BUILDING CONTROL OFFICER (PIKETBERG)
DIRECTORATE: TECHNICAL SERVICES
REF: TD8/032/PB

Qualifications: According to the National Building Regulations Act: 103 of 1977: Section A16 and 5(1): Standard equivalent to a senior certificate plus a 3-year tertiary education, at an accredited institution, in one of the following building disciplines: Civil Engineering, Structural Engineering, Architecture, Building Management, Building Science, Building Surveying or Quantity Surveying

Experience: Five (5) – eight (8) years building industry experience

Requirements: Computer Literacy (MS Office)· Code B driver's licence · Knowledge of Town Planning and Fire Safety Regulations as well as Structural Engineering Concepts to properly assess building plan applications · Knowledge of the OHSA · Good knowledge of the National Building Regulations · Conflict handling skills · Good interpersonal skills · Must work independently · Supervisory skills · Proficiency in at least two (2) of the official languages of the Western Cape (Afrikaans/English/Xhosa - Read, Write and Speak) · Eligible to be registered as a Peace Officer (Law Enforcement Officer) · Must be willing to work outside normal working hours when required to meet deadlines · Must be physically fit and able bodied

Job purpose: Performs and coordinates tasks/activities associated with building control and building inspections in order to ensure that laid down standards and requirements in terms of the National Building Standards and Regulations Act, the National Occupational Health and Safety Act, National Heritage Resource Act and other appropriate applicable legislation are complied with.

Key Performance Areas: Co-ordinates tasks/activities associated with the implementation of procedures and monitor compliance with standards and specifications with regards to new buildings, additions and renovations to existing structures buildings · Checks and verifies that design details and construction specifications detailed on building plans conform with regulations prior to approval · Co-ordinates tasks/activities associated with the implementation of financial procedures and monitors compliance with approved budgets · Conducting Building Inspections with specific reference to Preliminary Building Inspections, Foundation Inspections, Sewerage and Water Layout Inspections, Fire Installation Inspections, Completion Inspections · Legislative Compliance with specific reference to General Compliance, National Heritages Resources Act, Act 25 Of 1999 and Occupational Health And Safety Act, Act 85 Of 1993 · Develops technical know-how and understanding of specific applications, procedures and sequences applicable to building control ·Performs specific administrative tasks/activities associated with updating and maintaining records/information of work in progress and completed works · Prepare and submit monthly / ad hoc reports on the performance of the Section or issues of concern · Supervision and Control · Communication with Internal and External Stakeholders · Client Management · Responsible to participate in the Municipality's Performance Management and Development System

The Competency Framework for this position is a Building Inspector Competency Level 3 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
<ul style="list-style-type: none"> Organisational Awareness Problem Solving Planning and Organising Information Management 	<ul style="list-style-type: none"> Building Development Control Building Inspectorate Customer Centricity Legal Administration Negotiation and Influencing Ethics and Professionalism 	<ul style="list-style-type: none"> Interpersonal Relationships Communication Service delivery orientation 	<ul style="list-style-type: none"> Action and outcome Orientation Resilience Change readiness Learning orientation Accountability and Ethical Conduct 	<ul style="list-style-type: none"> Team orientation Direction setting Coaching & mentoring Impact & influence

Salary:	R 462 432.00 per annum (T13 of a Category 3 Local Authority) plus Essential Motor Scheme
Date of acceptance:	01 July 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. **Preference will be given to local candidates within the Bergrivier municipal area (WC013).**
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 (no older than 3 months) 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, 20 APRIL 2026 AT 16:00

**ADV H LINDE
MUNICIPAL MANAGER**

MN63/2026

**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

BOUBEHEERBEAMPTTE (PIKETBERG)

DIREKTORAAT: TEGNIESE DIENSTE

VERW: TD8/032/PB

Kwalifikasie: Volgens die Wet op Nasionale Bouregulasies: 103 van 1977: Artikel A16 en 5(1):
Standaard gelykstaande aan 'n senior sertifikaat plus 'n 3-jaar tersiêre opleiding, aan 'n geakkrediteerde instelling, in een van die volgende boudissiplines: Siviele Ingenieurswese, Strukturele Ingenieurswese, Argitektuur, Boubestuur, Bouwetenskap, Bouopmeting of Bourekenkunde

Ondervinding: Vyf (5) – agt (8) jaar ondervinding in die boubedryf

Posvereistes: Rekenaargeletterdheid (MS Office) · Kode B-bestuurslisensie · Kennis van Stadsplanning en Brandveiligheidsregulasies sowel as Strukturele Ingenieurskonsepte om bouplan-aansoeke behoorlik te assesser · Kennis van die OHSA · Goeie kennis van die Nasionale Bouregulasies · Konflikhanteringsvaardighede · Goeie interpersoonlike vaardighede · Moet onafhanklik kan werk · Toesighoudende vaardighede · Vaardigheid in ten minste twee (2) van die amptelike tale van die Wes-Kaap (Afrikaans/Engels/Xhosa - Lees, Skryf en Praat) · In aanmerking kom om as 'n Vredesbeampte (Wetstoepassingsbeampte) geregistreer te word · Moet bereid wees om buite normale werksure te werk wanneer nodig om sperdatums te haal · Moet fisies fiks en liggaamlik bekwaam wees

Posdoel: Voer take/aktiwiteite uit wat verband hou met boubehoer en bouinspeksies om te verseker dat neergelegde standaarde en vereistes ingevolge die Wet op Nasionale Boustandaarde en -regulasies, die Nasionale Wet op Beroepsgesondheid en -veiligheid, die Wet op Nasionale Erfenishulpbronne en ander toepaslike wetgewing nagekom word.

Sluutelprestasie-areas: Koördineer take/aktiwiteite wat verband hou met die implementering van prosedures en monitor voldoening aan standaarde en spesifikasies met betrekking tot nuwe geboue, aanbouings en opknappings aan bestaande strukture · Kontroleer en verifieer dat ontwerpbesonderhede en konstruksiespesifikasies wat op bouplanne uiteengesit word, ooreenstem met regulasies voor goedkeuring · Koördineer take/aktiwiteite wat verband hou met die implementering van finansiële prosedures en monitor voldoening aan goedgekeurde begrotings · Voer bou-inspeksies uit met spesifieke verwysing na voorlopige bou-inspeksies, fondamentinspeksies, riool- en wateruitleginspeksies, brandinstallasie-inspeksies, voltooiingsinspeksies · Wetgewende nakoming met spesifieke verwysing na algemene nakoming, die Wet op Nasionale Erfenishulpbronne, Wet 25 van 1999 en die Wet op Beroepsgesondheid en -veiligheid, Wet 85 van 1993 · Ontwikkel tegniese kennis en begrip van spesifieke toepassings, prosedures en volgordes van toepassing op boubehoer. · Voer spesifieke administratiewe take/aktiwiteite uit wat verband hou met die opdatering en instandhouding van rekords/inligting van werk in uitvoering en voltooidde werke · Berei maandelikse / ad hoc-verslae voor en dien dit in oor die prestasie van die Afdeling of kwessies van kommer · Toesig en Beheer · Kommunikasie met Interne en Eksterne Belanghebbendes · Kliëntebestuur · Verantwoordelik om deel te neem aan die Munisipaliteit se Prestasiebestuur- en Ontwikkelingstelsel

Die Bevoegdheidsraamwerk vir hierdie pos is 'n Bou Inspekteur Bevoegdheidsvlak 3 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
<ul style="list-style-type: none"> Organisatoriese Bewustheid Probleem oplossing Beplanning & Organiserings Inligtingsbestuur 	<ul style="list-style-type: none"> Gebou-ontwikkelingsbeheer Bouontwikkelingsbeheer Bouinspektoraat Kliëntgerigtheid Regsadministrasie Onderhandeling en Beïnvloeding Etiek en Professionaliteit 	<ul style="list-style-type: none"> Interpersoonlike verhoudings Kommunikasie Diensleweringsoriëntering 	<ul style="list-style-type: none"> Aksie- en uitkoms oriëntasie Volharding Verander gereedheid Leeroriëntasie Verantwoordbaarheid en Etiese Gedrag 	<ul style="list-style-type: none"> Spanoriëntering Rigtingbepaling Afrigting en mentorskap Impak en invloed

Salaris:	R462 432.00 per jaar (T13 van 'n Kategorie 3 Plaaslike Owerheid) plus Essensiële Motorskema
Diensaanvaarding:	01 Julie 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 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 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. 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 sekerheidsverklaring en daar sal ook van aansoekers verwag word om 'n onderhoud- en evalueringsproses te deurloop en waar van toepassing, 'n vaktoets 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 aan plaaslike kandidate binne Berggrivier Munisipale area (WC013) verleen 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 (nie ouer as 3 maande) 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, 20 APRIL 2026 OM 16:00

ADV. H LINDE
MUNISIPALE BESTUURDER

MK63/2026

KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320