



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
(OPERATIONAL OFFICE WILL DEPEND ON OPERATIONAL NEED)

HEAD: BUILDING CONTROL (BERGRIVIER)

DIRECTORATE: TECHNICAL SERVICES

REF: TD301/032/PB

Qualifications: A National Diploma in any Built Environment Discipline e.g. Architecture / Civil Engineering / Land Surveying / Quantity Surveying

Experience: A minimum of eight (8) years appropriate experience of which three (3) years must be in supervisory capacity

Requirements: Code B driver's licence · Computer Literacy (MS Office) · Registered or eligible to be registered as a Peace Officer (Law Enforcement Officer) · Knowledge and implementation of the NBR and SANS 104000 regulations and requirements · Advanced technical and operational understanding of the Building Control functions including technical natures of Tracking Systems · Ability to communicate in at least two (2) official languages of the Western Cape Province (English, Afrikaans & isiXhosa – Speak, Read & Write) · Managerial / Supervisory experience · Must be physically fit and able bodied · Required to work in all weather conditions · Good health · Physically fit to do outdoor inspection · Must be mentally sound · Must be able to work under pressure · Must be prepared to work overtime on occasion if required · Attend community meetings after hours as and when necessary

Job purpose: Manages and co-ordinates the Building Control function through implementing approved processes, administration, managing technical and admin staff, managing the section annual budget, performance standards, effective processing of Building plan applications in order to achieve the short and long term service delivery objectives of Building Control and ensuring that Council fulfills its statutory obligation in term of the National Building Regulations Act · Manages the key performance areas and result indicators associated with the implementation of large corporate capital projects associated with Municipal Buildings (Construction of new offices, etc) · Approval of Building plan application in terms of section 7 of the National Building Regulations · Responsible for project management of corporate capital projects

Key Performance Areas: Manages the formulation of specific contracts and tender documents and controls contractual obligation to ensure contractual terms and conditions entered into, and agreed to, are complied with and specific responsibilities discharged accordingly without any risk to the Council · Ensuring that all technical requirements are available to staff processing building development applications · Providing a service to the public/property owners/ developers/ consultants and Municipal departments · Manage and controls outcomes associated with utilization, productivity and performance of personnel in the Building control section · Client Management · Communication with internal and external stakeholders (ongoing) · Prepare and submit monthly / ad hoc reports on the performance of the Section or issues of concern · Responsible to part take in the Municipality's Performance Management and Development System · Skills development

The Competency Framework for this position is a Building Inspector Competency Level 4 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	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 520 668.00 per annum (T14 of a Category 3 Local Authority) plus car allowance
Date of acceptance:	01 November 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 (not 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: FRIDAY, 03 JULY 2026 AT 15:00

ADV H LINDE
MUNICIPAL MANAGER

MN122 /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 (OPERASIONELE KANTOOR SAL AFHANG VAN OPERASIONELE BEHOEFTE)

HOOF: BOUBEHEER (BERGRIVIER)

DIREKTORAAT: TEGNIESE DIENSTE

VERW: TD301/032/PB

Kwalifikasie: 'n Nasionale Diploma in enige Bou-omgewing-dissipline, bv. Argitektuur / Siviele Ingenieurswese / Landopmeting / Bou-opmeting

Ondervinding: 'n Minimum van agt (8) jaar toepaslike ondervinding waarvan drie (3) jaar in toesighoudende vlak moet wees

Posvereistes: Kode B-bestuurslisensie · Rekenaargeletterdheid (MS Office) · Geregistreer of kwalifiseer om as 'n Vredesbeampte (Wetstoepassingsbeampte) geregistreer te word · Kennis en implementering van die NBR- en SANS 104000-regulasies en -vereistes · Gevorderde tegniese en operasionele begrip van die Boubeheerfunksies, insluitend die tegniese aard van Opsporingstelsels · Vermoë om in ten minste twee (2) amptelike tale van die Wes-Kaap Provinsie te kommunikeer (Engels, Afrikaans en isiXhosa – Praat, Lees en Skryf) · Bestuurs- / Toesighoudende ervaring · Moet fisies fiks en liggaamlik bekwaam wees · Vereis om in alle weersomstandighede te werk · Goeie gesondheid · Fisies fiks om buiteluginspeksies te doen · Moet geestelik gesond wees · Moet onder druk kan werk · Moet bereid wees om soms oortyd te werk indien nodig · Woon gemeenskapsvergaderings na ure by soos en wanneer nodig

Posdoel: Bestuur en koördineer die Boubeheer-funksie deur die implementering van goedgekeurde prosesse, administrasie, die bestuur van tegniese en administratiewe personeel, die bestuur van die afdeling se jaarlikse begroting, prestasiestandaarde, effektiewe verwerking van bouplan-aansoeke om die kort- en langtermyn diensleweringdoelwitte van Boubeheer te bereik en te verseker dat die Raad sy statutêre verpligting ingevolge die Wet op Nasionale Bouregulasies nakom · Bestuur die sleutelprestasiegebiede en resultaatwysers wat verband hou met die implementering van groot korporatiewe kapitaalprojekte wat verband hou met Munisipale Geboue (Konstruksie van nuwe kantore, ens.) · Goedkeuring van bouplan-aansoek ingevolge artikel 7 van die Nasionale Bouregulasies · Verantwoordelik vir projektbestuur van korporatiewe kapitaalprojekte

Sleutelprestasie-areas: Bestuur die formulering van spesifieke kontrakte en tenderdokumente en beheer kontraktuele verpligtinge om te verseker dat kontraktuele bepalinge en voorwaardes wat aangegaan en ooreengekom is, nagekom word en spesifieke verantwoordelikhede dienooreenkomstig nagekom word sonder enige risiko vir die Raad · Verseker dat alle tegniese vereistes beskikbaar is vir personeel wat bou-ontwikkelingsaansoeke verwerk · Lewer 'n diens aan die publiek / eiendomseienaars/ontwikkelaars / konsultante en munisipale departemente · Bestuur en beheer uitkomst wat verband hou met benutting, produktiwiteit en prestasie van personeel in die Boubeheer-afdeling · Kliëntebestuur · Kommunikasie met interne en eksterne belanghebbendes (deurlopend) · Berei maandelikse / ad hoc-verslae voor oor die prestasie van die afdeling of kwessies van kommer · Verantwoordelik om deel te neem aan die Munisipaliteit se Prestasiebestuur- en Ontwikkelingstelsel · Vaardighedsontwikkeling

Die Bevoegdheidsraamwerk vir hierdie pos is 'n Bou Inspekteur Bevoegdheidsvlak 4 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 & Organisering 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 Diensleweringsooriëntering 	<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:	R 520 668.00 per jaar (T14 van 'n Kategorie 3 Plaaslike Owerheid) plus motortoelaag
Diensaanvaarding:	01 November 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 'n Polisie klaring 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 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 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 Bergrivier 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: VRYDAG, 03 JULIE 2026 OM 15:00

**ADV. H LINDE
MUNISIPALE BESTUURDER**

MK122 /2026

**KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320**