



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 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.

DIRECTORATE: CORPORATE SERVICES (Piketberg, unless stated otherwise)

CLERK: COMMITTEES (PIKETBERG)

Requirements: Grade 12 · Proficiency in at least two of the official languages of the Western Cape (Read, Write and Speak) · Computer literacy (MS Office) · High level of responsibility · Ability to give attention to detail · Sound supervision, human relations, interpersonal and communication skills · Ability to work under pressure · Must maintain confidentiality · Experience in keeping minutes · Experience in compilation of agendas in both hard and soft (electronic) copy format · Experience in organising Council meetings · One (1) year relevant secretarial experience.

Key Performance Areas: Provides typing/clerical activities associated with the preparation, copy typing, circulation, retrieval and filing of documents/correspondence · Performs typing and related duties · Performs tasks/activities associated with the provision of general clerical/office support · Provides/assist other directorates and units with word processing support services · Provides secretarial support to various committee and sub-committee sittings within the municipality in order to ensure guidelines are applied and all secretarial and support functions are efficiently undertaken and completed · Performs administrative activities associated with the preparation of minutes, agendas and notifications and other relevant documents and correspondence for circulation in order to ensure minutes of meetings are accurately compiled, reflective of discussions verified prior to circulation and comply with administrative procedures associated with recordkeeping · Coordinates council meetings in order to ensure requirements are communicated and arranged and confirmed, enabling meetings to commence and proceed without interruptions and/or disruptions · Act as Senior Typist when required, execute any other related duty as requested by the Supervisor.

Salary: R 126 084.00 annually (T06 of a Category 3 Local Authority)

Date of acceptance: 01 November 2019 or as soon as possible

Enquiries: Mr N Scheepers 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.

A covering letter with three contactable references, 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 **Municipal Offices, Piketberg** or mailed to **P O Box 60, Piketberg 7320 for the attention of Mrs. W Terry Thomas (Human Resources Officer: Provisioning and Administration)** by no later than the closing date. **NO FAXES OR ELECTRONIC APPLICATIONS WILL BE ACCEPTED.**

CLOSING DATE: FRIDAY, 27 SEPTEMBER 2019 AT 15:00

ADV H LINDE
MUNICIPAL MANAGER

MN165/2019

13 CHURCH STREET
P O BOX 60
PIKETBERG
7320



BERGRIVIER MUNISIPALITEIT

Bergvriër 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 aansoek te doen.

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

DIREKTORAAT: KORPORATIEWE DIENSTE **(Standplaas Piketberg, tensy anders gemeld)**

KLERK: KOMITEES (PIKETBERG)

Vereistes: Graad 12 · Bevoegdheid in ten minste twee van die amptelike tale van die Wes-Kaap (skryf, lees en praat) · Rekenaargetletterd (MS Office Pakket) · Hoë vlak van verantwoordelikheid · Vermoë om op fynere besonderhede te let · Goeie toesighoudende-, en menslike verhoudings, interpersoonlike- en kommunikasievaardighede · Vermoë om onder druk te werk · Handhawing van vertroulikheid · Ondervinding in die neem van notules · Ondervinding in die samestelling van agendas in beide harde- en sagte kopie formaat · Ondervinding in die organisering van Raadsvergaderings · Een (1) jaar toepaslike sekretariële ondervinding.

Slutel prestasie areas: Verantwoordelik vir tik/klerklike aktiwiteite wat verband hou met die voorbereiding, oortik, sirkulering, inwinning en liassing van dokumente/korrespondensie · Verantwoordelik vir tik en verwante pligte · Verantwoordelik vir take/aktiwiteite wat gepaardgaan met die voorsiening en algemene klerklike/kantoor ondersteuning · Assisteer/Ondersteun ander direktorate en eenhede met die woordverwerking · Verskaf sekretariële ondersteuning aan verskeie komitees en subkomitees binne die Munisipaliteit ten einde te verseker dat die riglyne toegepas word en alle sekretariële en ondersteuningsfunksies doeltreffend onderneem en voltooi word · Verantwoordelik vir uitvoer van administratiewe aktiwiteite wat verband hou met die voorbereiding van notules, agendas, kennisgewings en ander relevante dokumente en korrespondensie vir sirkulasie ten einde te verseker dat notules van vergaderings akkuraat saamgestel word, dit 'n weerspieëling is van die besprekings, dit geverifieer word voor sirkulering en dat dit voldoen aan administratiewe prosedures wat verband hou met rekordhouding · Koördineer Raadsvergaderings ten einde te verseker dat vereistes gekommunikeer, gereël en bevestig word, sodat vergaderings sonder onderbrekings en/of ontwrigting kan begin en verloop · Verantwoordelik om in te staan in die afwesigheid van die Senior Tikster en enige ander verwante pligte uit te voer, soos deur die toesighouer versoek.

Salaris: R 126 084.00 per jaar (T06 van 'n Kategorie 3 Plaaslike Owerheid)

Diensaanvaarding: 01 November 2019 of so spoedig moontlik

Navrae: Mnr N Scheepers 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, met begrip van '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. 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.

'n Dekbrief met vermelding van ten minste drie kontakbare verwysings, 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) moet by die Munisipale Kantore, Piketberg ingedien word of kan gepos word na Posbus 60, Piketberg, 7320 vir die aandag van Mev. W Terry Thomas, om haar te bereik teen nie later nie as die sluitingsdatum. **GEEN FAKSE OF ELEKTRONIESE POS SAL AANVAAR WORD NIE.**

SLUITINGSDATUM VIR ALLE AANSOEKE: VRYDAG 27 SEPTEMBER 2019 OM 15:00

ADV. H LINDE
MUNISIPALE BESTUURDER

MK165/2019

KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320