



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.

VACANCY
INTERNAL & EXTERNAL APPLICATIONS WILL BE CONSIDERED

RE-ADVERTISE:
SENIOR WORKER: STORES (PORTERVILLE)
DIRECTORATE: TECHNICAL SERVICE
REF: TD206/091/PV

Requirements: Proficiency in at least two of the official languages of the Western Cape (Afrikaans/English/Xhosa- Read, Write and Speak) · High level of responsibility · Ability to give attention to detail · Must be physically fit and able bodied · Required to work outside normal working hours during emergencies and planned overtime · Must perform duties in the whole area of the municipality when required · The incumbent must adhere to the Occupational Health and Safety Act.

Qualifications: Grade 12; and
Computer Literacy: MS Office

Experience: Two – five (2-5) years' relevant experience

Job purpose: Controls the receipting, storage and movement of stock items applying specific procedures to enable identification with replenishing/order requirements, controlling of stock movement, attending to the recording and reporting of stock levels and adjustments and providing information to personnel in respect of specific stock items.

Key Performance Areas: Executes specific applications associated with controlling the receiving, storage and issue of stock items · Performs specific administrative tasks/activities associated with the functionality · Any other related duty as requested by the Supervisor.

The competency level for this position is a level 2 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"> Written communication Oral communication Attention to detail Influencing Ethics and professionalism Organisational awareness Problem solving Planning and organising 	<ul style="list-style-type: none"> Business processes Use of technology Data processing & analysis 	<ul style="list-style-type: none"> Interpersonal relationships Services delivery orientation Communication Client orientation & customer focus 	<ul style="list-style-type: none"> Action orientation Resilience Change readiness Cognitive ability Learning orientation 	<ul style="list-style-type: none"> Impact and influence Team orientation Direction Setting Coaching and mentoring

Salary:	R 145 464.00 per annum (T06 of a Category 3 Local Authority)
Date of acceptance:	01 December 2022 as soon as possible
Enquiries:	Mr R Bothma at (022) 931 2100

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 confirm that the information you have provide to us is true, correct and up to date.
11. Preference will be given to internal and local candidates within the Bergrivier area.
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 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 **Municipal Offices, Piketberg or mailed to P O Box 60, Piketberg 7320 for the attention of Ms 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: TUESDAY, 11 OCTOBER 2022 AT 16:00

**ADV H LINDE
MUNICIPAL MANAGER**

MN 200/2022

**13 CHURCH STREET
P O BOX 60
PIKETBERG
7320**