



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

VACANCY
INTERNAL & EXTERNAL APPLICATION WILL BE CONSIDERED

RE-ADVERTISE:
ASSISTANT ACCOUNTANT: ASSETS & INSURANCE (PIKETBERG)
DIRECTORATE: FINANCIAL SERVICES
REF: FD12/063/PB

Requirements: Code B driver's Licence · Proficiency in at least two (2) of the official languages of the Western Cape (Afrikaans/English/Xhosa - Speak, Read and Write) · Good supervision, human relations, interpersonal and communication skills · Financial supervisory skills · Ability to give attention to detail · High level of responsibility · Must be physically fit and able bodied · Must work overtime when required · Must perform duties in any area of the municipality when required.

Qualifications: A relevant 3 year tertiary qualification, preferably a National Diploma or B Com with financial accounting as a major subject;
Computer literacy: MS Office

Experience: 2 years' relevant experience required.

Job purpose: Co-ordinates and controls the procurement processes, aligning procedures, systems and controls including related to asset management and insurance.

Key Performance Areas: Control and compile the asset register and maintain a system of internal control of assets to comply to policy and GRAP requirements · Monitor and control investment property including land and building to ensure an updated asset register with regard to Council's assets in line with the approved policy and GRAP requirements · Monitor and control the determining of useful lives, reside values and impairment losses to ensure compliance · Monitor and control the annual assets count of movable property to ensure compliance · Monitor and control the auctioning of Council's obsolete assets to ensure compliance · Administer and facilitate the administration with regard to assets to ensure sound administrative practices · Facilitate the year end process and ensure that journals are captured and submitted for verification and approval to comply with standard operating procedures · Ensure adherence to procedures, systems and controls to maintain accountable administration of critical outcomes regarding the insurance of assets and liabilities to ensure good governance and compliance · Attend to insurance claims to ensure that claims are correctly and timeously processed · Attends to specific administrative recording and reporting requirements · Controls and co-ordinates tasks/activities associated with controlling personnel performance, productivity and discipline · 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"> Oral Communication Written Communication Organisational Awareness Problem Solving Planning and Organising 	<ul style="list-style-type: none"> Accounting Procurement Budgeting Financial Management Costing Financial Reporting Financial Process Management 	<ul style="list-style-type: none"> Interpersonal Relationships Communication Service Delivery Orientation 	<ul style="list-style-type: none"> Outcome and action orientation Resilience Cognitive ability Change readiness Learning orientation 	<ul style="list-style-type: none"> Impact and Influence Team Orientation Direction Setting Coaching and Mentoring

Salary:	R251 040.00 annually (T10 of a Category 3 Local Authority)
Date of acceptance:	01 May 2023 or as soon as possible
Enquiries:	Ms N Bothma 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 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, correct and up to date.
11. **PREFERENCE WILL BE GIVEN TO INTERNAL AND LOCAL CANDIDATES WITHIN THE BERGRIVIER 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 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, 10 MARCH 2023 AT 15:00

**ADV H LINDE
MUNICIPAL MANAGER**

MN10 /2023

**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

HER-ADVERTEER:

ASSISTENT REKENMEESTER: BATES & VERSEKERING (PIKETBERG)

DIREKTORAAT: FINANSIËLE DIENSTE

VERW: FD12/063/PB

Posvereistes: Kode B-bestuurderslisensie · Bevoegdheid in ten minste twee (2) van die amptelike tale van die Wes-Kaap (Afrikaans/Engels/Xhosa - Praat, Lees en Skryf) · Goeie toesighouding, menseverhoudinge, interpersoonlike en kommunikasievaardighede · Finansiële toesighouding vaardighede · Vermoë om aandag aan detail te gee · Hoë vlak van verantwoordelikheid · Moet fisies fiks en bekwaam wees · Moet oortyd werk wanneer nodig · Moet pligte in enige area van die munisipaliteit uitvoer wanneer nodig.

Kwalifikasie: 'n Toepaslike 3-jaar- tersiëre kwalifikasie, verkieslik 'n Nasionale Diploma of BCom met finansiële rekeningkundige as 'n hoofvak;
Rekenaargeletterdheid: MS Office

Ondervinding: 2 jaar relevante ondervinding

Doel: Koördineer en beheer die verkrygingsprosesse, belyning van prosedures, stelsels en kontroles, insluitend met betrekking tot batebestuur en versekering

Sleutel prestasie areas: Beheer en stel die bateregister saam en handhaaf 'n stelsel van interne beheer van bates om te voldoen aan die beleid en GRAP-vereistes · Moniteer en beheer beleggingseiendom insluitend grond en gebou om 'n opgedateerde bateregister met betrekking tot die Raad se bates te verseker in ooreenstemming met die goedgekeurde beleid en GRAP-vereistes · Moniteer en beheer die bepaling van nuttige lewensduur, leef en waardedalingsverliese om voldoening te verseker · Moniteer en beheer die jaarlikse batetelling van roerende eiendom om voldoening te verseker · Moniteer en beheer die veiling van Raad se verouderde bates om voldoening te verseker · Administreer en fasiliteer die administrasie van bates om goeie administratiewe praktyke te verseker · Fasiliteer die jaareindproses en verseker dat joernale vasgelê en ingedien word vir verifikasie en goedkeuring om te voldoen aan standaard bedryfsprosedures · Verseker nakoming van prosedures, stelsels en kontroles om verantwoordbare administrasie van kritieke uitkomst rakende die versekering van bates en laste goed te bestuur en voldoening te verseker · Gee aandag aan versekeringsreise om te verseker dat eise korrek en betyds verwerk word · Gee aandag aan spesifieke administratiewe rekording en verslagdoeningsvereistes · Beheer en koördineer take/aktiwiteite wat verband hou met die beheer van personeelprestasie, produktiwiteit en dissipline · Enige ander verwante pligte soos versoek deur die toesighouer.

Die bevoegdheidsvlak vir hierdie pos is 'n vlak 2 soos bepaal 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"> Mondelinge kommunikasie Skriftelike kommunikasie Organisatoriese bewustheid Probleemoplossing Beplanning en organisering 	<ul style="list-style-type: none"> Rekeningkunde Verkryging Begroting Finansiële bestuur Kostebepaling Finansiële verslagdoening Finansiële prosesbestuur 	<ul style="list-style-type: none"> Interpersoonlike verhoudings Kommunikasie Diensteleerings-oriëntering 	<ul style="list-style-type: none"> Aksie- en uitkomst oriëntering Volharding Gereedheid vir verandering Kognitiewe vermoë Leeroriëntering 	<ul style="list-style-type: none"> Impak en invloed Spanoriëntering Rigtingbepaling Afrigting en mentorskap

Salaris:	R 251 040.00 per jaar (T10 van 'n Kategorie 3 Plaaslike Owerheid)
Diensaanvaarding:	01 Mei 2022 of so spoedig moontlik
Navrae:	Me N Bothma by (022) 913 6000

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 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 personeelid van die Munisipaliteit, is ontoelaatbaar en sal aansoekers onmiddellik diskwalifiseer.
8. Benewens die minimum posvereistes en standplaas hierin gestel, mag daar van posbekteers 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 bepalinge 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 VERLEEN WORD AAN INTERNE EN PLAASLIKE KANDIDATE BINNE BERGRIVIER AREA (WC013).**
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 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: VRYDAG, 10 MAART 2023 OM 15:00

**ADV. H LINDE
MUNISIPALE BESTUURDER**

MK 10/2023

**KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320**