



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

Bergrivier Municipality with its head office in Piketberg and approximately an hour's drive from Cape Town currently has the following vacancies and awaits applications from competent persons who comply with the minimum job requirements.

DIRECTORATE: TECHNICAL SERVICES **(Piketberg, unless stated otherwise)**

1. SUPERVISOR: BUILDING MAINTENANCE (PIKETBERG)

Requirements: Grade 10 with a technical background e.g. experience in carpentry and masonry · Valid Code EB Drivers 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 · Ability to give attention to detail · High level of responsibility · Two (2) years relevant experience in the key performance areas.

Key Performance Areas: Performs tasks associated with the execution of carpentry repairs and other renovations to interior/exterior surfaces, fixtures and fittings and plumbing systems of municipal buildings using vehicle, electrical and other hand tools and ladders and attending to the completion of procedural administrative reports and instructional/transactional forms/documentation related to the activities of the Section, transportation of material/equipment and personnel to/from work sites and supervises personnel

R140 304-00 annually (T08 of a Category 3 Local Authority)

Date of acceptance: 01 July 2017 or as soon as possible

Enquiries: Mr L Gouws at 022 783 1112

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 positions 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. 022 913 6000 or on the municipality's website www.bergmun.org.za) with certified copies of the necessary qualification certificates and a Curriculum Vitae (Maximum of 3 pages), to reach the **Municipal offices, Piketberg or mailed to P O Box 60, Piketberg 7320 for the attention of Ms AG Louw (Manager: Human Resources)** by no later than the closing date. **NO FAXES OR ELECTRONIC APPLICATIONS WILL BE ACCEPTED.**

CLOSING DATE: FRIDAY, 09 JUNE 2017 AT 15H30

ADV H LINDE
MUNICIPAL MANAGER
PIKETBERG
MN 79/ 2017

13 CHURCH STREET
P O BOX 60
7320



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1. TOESIGHOUER: GEBOUW INSTANDHOUDING (PIKETBERG)

Vereistes: Graad 10 met 'n tegniese agtergrond, bv. Ervaring in timmerwerk en messelwerk · Geldige Kode EB Bestuurderslisensie · Vaardigheid in ten minste twee (2) van die amptelike tale van die Wes-Kaap (Afrikaans / Engels / Xhosa - Praat, Lees en Skryf) · Goeie toesig, menslike verhoudings, interpersoonlike en kommunikasievaardighede · Vermoë om aandag te gee aan detail · Hoë vlak van verantwoordelikheid · Twee (2) jaar relevante ervaring in die sleutelprestasie-areas.

Sleutelprestasieareas: Verrig take wat verband hou met die uitvoering van timmerwerk en herstelwerk en ander opknapping van binne- en buiteoppervlaktes, toebehore en loodgietersisteme van munisipale geboue deur middel van voertuig-, elektriese en ander handgereedskap en lere · aandag te gee aan die voltooiing van administratiewe verslae en onderrig- / transaksievorms / dokumentasie wat verband hou met die aktiwiteite van die Afdeling, vervoer van materiaal / toerusting en personeel na / van werksplekke en toesig oor personeel

Salaris: R140 304-00 per jaar (T08 van 'n Plaaslike Owerheid van Kategorie 3)

Datum van aanvaarding: 01 Julie 2017 of so gou as moontlik

Navrae: Mnr J Strümpher by (022) 913 6000

ALGEMEEN:

10. '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 inbegrip van 'n behuisingstoelae vir huiseienaars, onderhewig aan sekere voorwaardes.
11. Die Munisipaliteit is 'n gelyke geleentheid werkgewer en eerbiedig die bepalinge van die Wet op Gelyke Indiensneming.
12. Die Munisipaliteit behou die reg voor om nie 'n aanstelling te maak nie.
13. Alle aanstellings is onderworpe aan Polisie klaring wat noodwendig beteken dat applikante toestemming verleen dat dit verkry mag word.
14. Aansoeke wat na die sluitingsdatum ontvang word of nie van die dokumentasie hieronder vergesel word nie, sal nie oorweeg word nie.
15. 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 die aansoek onsuksesvol was.
16. 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.
17. 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.
18. 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.

'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 moet by die **Munisipale Kantore, Piketberg ingedien word of kan gepos word na Posbus 60, Piketberg, 7320 vir die aandag van Me AG Louw (Bestuurder: Menslike Hulpbrondienste)**, om haar te bereik nie later nie as die sluitingsdatum. **GEEN FAKSE OF ELEKTRONIESE AANSOEKE SAL AANVAAR WORD NIE.**

SLUITINGSDATUM VIR ALLE AANSOEKE: VRYDAG, 09 JUNIE 2017 om 15h30

**ADV. H LINDE
MUNISIPALE BESTUURDER**

MK 79-2017

**KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320**