



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 vacancy and awaits applications from competent persons who comply with the minimum job requirements.

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

1. MANAGER: COMMUNITY FACILITIES (PIKETBERG)

Requirements: A relevant Degree or National Higher Diploma · Code B driving license · Proficiency in at least 2 of the official languages of the Western Cape (read, write & speak) · High level of responsibility · Ability to give attention to detail · Good management, supervision, human relations, interpersonal and communication skills · Ability to work under pressure · conflict handling skills · High level of responsibility · Financial management skills · Negotiation skills · Required to work outside normal working hours during emergencies and planned overtime · Six (6) years relevant experience in the key performance .

Key Performance Areas: Manages the implementation, monitoring, evaluation and reporting sequences of outcomes associated with programmes designed to accomplish key service delivery objectives with respect to Library Services, Public Facility Management Services (including Resorts and Sport Development) and Housing Administration through the co-ordination of operations against departmental, statutory and audit guidelines in order to ensure that community services are managed and maintained in accordance with laid down quality standards which are customer focused supporting a better quality of life to the public in general · Identifies, defines and implements the immediate, short and long term managerial objectives and plans (3 to 5 years) associated with the provision of administrative support to departments · Initiates, plans, develops and drives long term plans for the human resources functionality in respect of the Department · Manages, directs and controls outcomes associated with the utilization, productivity and performance of personnel in the Department · Manages and co-ordinates procedures and processes associated with maintaining employment relations and workplace peace · Manages the implementation of financial controls/procedures and provides information to support financial planning sequences · Manages the formulation of specific contracts and tender documents and controls contractual obligations in respect of the relevant areas of responsibility · Recommends the compilation of by-laws, procedural requirements and/or policies pertaining to municipal facilities, public resorts and sport development · Implements procedures, systems and controls to regulate specific work and associated sequences associated with the functionality · Compiling/disseminating strategic, functional and operational information/decisions on short and long term objectives and current developments, problems and constraints · Manages, co-ordinates and controls key dimensions and requirements associated with occupational health and safety within the department · Manages, co-ordinates and controls specific processes associated with the implementation, monitoring and communication phases of projects pertaining to the different functionalities · Manages and co-ordinates specific priorities, procedural applications, interventions and activities related to community facilities · Ensure proper management, co-ordination and control of the implementation, monitoring and communication phases of library, arts and culture services · Co-ordinate and manage all matters relating to museum administration · Co-ordinate and manage all matters relating to tourism administration · Ensure proper management, co-ordination and control of the implementation, monitoring and communication phases of housing provisioning/human settlements · Disseminates information on outcomes, current developments, problems and constraints and/or makes strategic presentations on public facilities, resorts and sport development · Co-ordinates specific administrative and reporting requirements associated with the key performance and result indicators of the functionality.

Salary: R 529 356.00 annually (T17 of a Category 3 Local Authority) plus Car Allowance (650km at AA Tariff)

Date of acceptance: 01 June 2018 or as soon as possible

Enquiries: Mr DA Josephus 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. 022 913 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, 20 APRIL 2018 AT 15H30

**ADV H LINDE
MUNICIPAL MANAGER**

MN47/2018

**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. Vroue en persone met gestremdhede word aangemoedig om aansoek te doen.

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.

DIREKTORAAT: GEMEENSKAPSDIENSTE **(Standplaas Piketberg, tensy anders gemeld)**

1. BESTUURDER: GEMEENSKAPSFASILITEITE (PIKETBERG)

Vereistes: 'n Toepaslike Graad of Nasionale Hoër Diploma · Kode B bestuurslisensie · Vaardigheid in ten minste 2 van die amptelike tale van die Wes-Kaap (lees, skryf en praat) · Hoë vlak van verantwoordelikheid · Vermoë om aandag te gee aan besonderhede · Goeie bestuur, toesig, menslike verhoudings, interpersoonlike en kommunikasievaardighede · Vermoë om onder druk te werk · Konflikhanteringsvaardighede · Hoë vlak van verantwoordelikheid · Finansiële bestuursvaardighede · Onderhandelingsvaardighede · Benodig om buite normale werksure te werk tydens noodgevalle en beplande oortyd · Ses (6) jaar relevante ondervinding in die sleutel prestasie.

Sleutel prestasie areas: Bestuur die implementerings-, monitering-, evaluerings- en verslaggewingsreekse van uitkomste wat verband hou met programme wat ontwerp is om sleutel dienslewingsdoelwitte te bereik ten opsigte van Biblioteekdienste, Openbare Fasiliteitsbestuursdienste (insluitende Vakansie- en Sportontwikkeling) en Behuisingsadministrasie deur die koördinerings van bedrywighede teen departementele, statutêre en ouditriglyne ten einde te verseker dat gemeenskapsdienste bestuur word en in stand gehou word ooreenkomstig die vasgestelde kwaliteitsstandaarde wat klantgerig is om 'n beter lewensgehalte vir die publiek in die algemeen te ondersteun.

· Identifiseer, definieër en implementeer die onmiddellike, kort en langtermyn bestuursdoelwitte en -planne (3 tot 5 jaar) wat verband hou met die voorsiening van administratiewe ondersteuning aan departemente · Inisieër, beplan, ontwikkel en bestuur langtermynplanne vir die menslike hulpbronfunksionaliteit ten opsigte van die Departement · Bestuur, Oorqwwg en beheer uitkomste wat verband hou met die gebruik, produktiwiteit en prestasie van personeel in die Departement · Bestuur en koördineer prosedures en prosesse wat verband hou met die handhawing van indiensnemingsverhoudinge en vrede op die werkplek · Bestuur die implementering van finansiële kontrole / prosedures en verskaf inligting om finansiële beplanningsreekse te ondersteun. · Bestuur die formulering van spesifieke kontrakte en tender dokumente en kontrole kontraktuele verpligtinge ten opsigte van die relevante verantwoordelikhede · Beveel die samestelling van verordeninge, prosedurele vereistes en / of beleide rakende munisipale fasiliteite, openbare oorde en

sportontwikkeling aan. · Implementeer prosedures, stelsels en kontroles om spesifieke werk te reguleer. en geassosieerde rye wat verband hou met die funksionaliteit · Opstel / verspreiding van strategiese, funksionele en operasionele inligting / besluite oor kort- en langtermyn doelstellings en huidige ontwikkelings, probleme en beperkings · Bestuur, koördineer en beheer sleutel dimensies en vereistes ts geassosieer met beroepsgesondheid en -veiligheid binne die departement · Bestuur, koördineer en beheer spesifieke prosesse wat verband hou met die implementerings-, monitering- en kommunikasiefases van projekte met betrekking tot die verskillende funksionaliteite · Bestuur en koördineer spesifieke prioriteite, prosedure-toepassings, intervensies en aktiwiteite wat verband hou met gemeenskapsfasiliteite · Verseker behoorlike bestuur, koördinerende en beheer van die implementerings-, monitering- en kommunikasiefases van biblioteek-, kuns- en kultuurdienste. · Koördineer en bestuur alle sake wat verband hou met museumadministrasie · Koördineer en bestuur alle sake. met betrekking tot toerismebestuur · Verseker behoorlike bestuur, koördinerende en beheer van die implementerings-, monitering- en kommunikasiefases van behuising / menslike nedersettings. · Ontleed inligting oor uitkomst, huidige ontwikkelings, probleme en beperkings en / of maak strategiese aanbiedings oor openbare fasiliteite, ontwikkelinge en sportontwikkeling · Koördineer spesifieke administratiewe en rapporteringsvereistes wat verband hou met die sleutelprestasie- en resultaat aanwysers van die funksionaliteit.

Salaris: R 529 356.00 per jaar (T17 van 'n Kategorie 3 Plaaslike Owerheid) plus Motortoelae (650km teen AA-tarief)

Diensaanvaarding: 01 Junie 2018 of so spoedig moontlik

Navrae: Mnr DA Josephus 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 onderwerpe 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 personeelid van die Munisipaliteit, is ontoelaatbaar en sal aansoekers onmiddellik diskwalifiseer.
17. Benewens die minimum posvereistes en standplaas hierin gestel, mag daar van posbekleërs 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 evalueringproses te deurloop, en waar van toepassing, 'n vakoets 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 Me AG Louw (Bestuurder: Menslike Hulpbrondienste)**, om haar te bereik nie later nie as die sluitingsdatum. **Geen fakse of elektroniese pos sal aanvaar word nie.**

SLUITINGSDATUM VIR ALLE AANSOEKE: VRYDAG, 20 APRIL 2018 OM 15:30

**ADV. H LINDE
MUNISIPALE BESTUURDER**

MK47/2017

**KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320**