



**(EXTERNAL ADVERTISEMENT)**

**DIRECTORATE: PLANNING, DEVELOPMENT & INTEGRATED SERVICES**

**DIVISION: PUBLIC WORKS**

**SECTION: PARKS & OPEN SPACES**

**LOCATION: WORCESTER**

**FOREMAN: CEMETERIES**

**(PERMANENT)**

**BASIC SALARY: R 240 697.52 – R 312 438.42 per annum [T09]**

**TOTAL COST TO COUNCIL: R 342 929 – R 435 417 per annum**

*(Inclusive of Municipal benefits: Group Life Scheme, Pension Fund etc.)*

**Ref: PDIS/POC01/0224**

**Job Purpose:** Co-ordinates and controls activities associated with the layout, development, maintenance, arrangement and utilization of the cemeteries and crematoria facilities in BVM area of jurisdiction.

**Duties:**

- Advise on the layout of different cemeteries to make provision for changed requirements in terms of different grave types
- Develop and manage cemeteries in line with approved and revised layout plans
- Co-ordinates and monitors sequences associated with the preparation of burial sites and cremation facilities
- Control compliance of requirements of memorial work as well as erection/construction thereof
- Planning the scheduled maintenance activities, such as planting, watering, layouts, removal, pruning, weeding, fertilizing, etc.
- Monitoring attendance/conduct and output and addressing deviations from agreed performance indicators through meetings/counselling and/or other approved methods designed to improve and motivate personnel
- Providing input on the operational needs of the section to support budget planning
- Preparing operational performance reports referring to statistical data and qualitative information gathered through investigations and inspection
- Completing instructional/ operational documentation (vehicle log sheets; overtime schedules; timesheets) extracting information from activity lists and forwarding for approval and processing
- Maintain registers of all interments in terms of the requirements of the applicable By Law
- Monitor and ensure that vehicles and machinery are in good working conditions and serviced according to schedule
- Evaluating and correcting deviations or non-compliance with safety and standard operating procedures and/ or investigating and establishing causes of accidents and/ or incidents
- Ensuring that all staff wear appropriate PPE when performing duties

### Minimum Requirements:

- Grade 12
- Code B driver's license; and
- Basic Computer Literacy: MS Word / Excel
- 3 years relevant work experience
- Proficient in at least two (2) of the three (3) official languages in the Western Cape.

### Special Requirement

- *Successful candidate will be required to reside within municipal housing in Worcester Cemetery.*

**Competencies:** *(For a detailed description of competencies, read competency level 1 from page 707 / 770 of the Competency Framework on our website / on this link- <https://bvm.gov.za/download/municipal-staff-regulations-competency-framework/> )*

**Functional/ Professional Competencies:** Problem Solving, Planning and Organising, Organisational Awareness.

**Functional Competencies:** Discipline Specific Skills, People Management, Task Management, Workplace Safety, Budgeting.

**Public Service Orientation Competencies:** Interpersonal Relationships, Communication, Service Delivery Orientation.

**Personal Competencies:** Action and outcome orientation, Resilience, Accountability and Ethical Conduct, Learning Orientation, Impact and Influence, Team Orientation

**Management/Leadership Competencies:** Direction Setting, Impact and Influence, Coaching and Mentoring, Team Orientation.

**PLEASE NOTE:** *Please read the below conditions carefully, only those who comply with the conditions will be considered:*

1. No late applications will be considered.
2. The Municipality is an equal opportunity employer and as such will observe the requirements of the **Employment Equity Act** and its **EE plan**.
3. **Only online applications will be accepted via the link:** <https://bvmjobs.mcidirecthire.com>
4. **When applying via the link above please ensure that you fill in all required fields.**
5. **Also attach an updated CV (Including details of at least three (3) contactable WORK REFERENCES and the relevant numbers), certified copies of qualifications, and covering letter.**
6. Any candidate appointed at the **Breedee Valley Municipality** will sign an employment and performance agreement subject to probation per the Local Government: Municipal Staff Regulations.
7. Candidates will be subjected to medical examination, prior appointment.
8. Candidates will be subjected to a practical assessment.
9. **For enquiries contact the Human Resources Office at 023 348 4961** or by email address: [jobs@bvm.gov.za](mailto:jobs@bvm.gov.za)
10. Canvassing with Councillors or any other decision-maker is not permitted, and proof thereof will result in disqualification.
11. Fraudulent qualifications documentation will immediately disqualify any applicant.
12. If you have not heard from us within sixty (60) days of the closing date, please accept that your application has been unsuccessful.

All applications should reach us by **15 March 2024 at 13:00.**

**The Municipality reserves its right not to make an appointment.**

