



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 a 90 minutes' 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 APPLICATIONS WILL BE CONSIDERED**

RE-ADVERTISE:
SPORT DEVELOPMENT COORDINATOR (PIKETBERG)
DIRECTORATE: COMMUNITY SERVICES
REF: GD98/432/PB

Qualification: Grade 12 with a National Diploma in Sport Management NQF Level 6

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

Requirements: Code B driving license · Computer Literacy (MS Office) · Proficiency in at least 2 of the official languages of the Western Cape (Afrikaans/English/isiXhosa - Read, Write & Speak) · Good organising skills, human relations, interpersonal and communication skills · Ability to give attention to detail · High level of responsibility · 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 if required · Required to be on standby · Required to work in all weather conditions

Job Purpose: Planning and co-ordinates of sport development and recreation through contact with the sport councils · To provide opportunities for participation in sport for all sections of the community · Distribute information and organize sport-related projects, programmes, club development and training for those who want to participate for fun as well as those who are interested in competing at all levels, from local to national and international

Key Performance Areas: Compile reports to Head Facilities Management transferring information, statistics and work progress · Co-ordinates specific sequences associated with the provision of education and creating awareness of potential sport development programs including risks and coping strategies · Liaise and interacts with Sport Council and other institutions · Co-ordinate the usage and maintenance of the available sport facilities · Co-ordinates and assists with the planning and hosting of sport events · Compliance to relevant and applicable legislation, policies and council decisions · Perform general administrative and support duties · Manages and controls specific administrative and reporting requirements associated with the key performance and result indicators of the functionality · Responsible to part take in the Municipality's Performance Management and Development System

This Competency Framework for this position is a Facilities Management Competency Level 3 as stipulated 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
- Managing Work - Planning & Organizing	- Facility Specific Skills - Workplace Safety	- Interpersonal Relationships - Communication - Services Delivery Orientation	- Action Orientation - Resilience - Change Readiness - Learning Orientation - Problem Solving - Accountability & Ethical Conduct	- Direction Setting - Impact & Influence - Coaching & Mentoring - Team Orientation

Salary:	R 364 464.00 annually (T11 of a Category 3 Local Authority)
Date of acceptance:	01 December 2026 or as soon as possible
Enquiries:	Mr. D Carolissen 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 homeowners 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 SAPS 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, up to date and correct.
11. **Preference will be given to local candidates within the Bergrivier Municipal area (WC013).**
12. Successful candidates will be expected to sign a contract of employment, disclosure of benefits and interests 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 (not older than 6 months) 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 Municipal Offices (Aurora, Eendekuil, Redelinghuys, Piketberg, Porterville & Velddrif) within the municipal area or posted to PO Box 60, Piketberg, 7320 or by courier to 13 Church Street, Piketberg, 7320, for the attention of Mr. DF Verhoog, to reach him by no later than the closing date.

You should note that the Municipality does not accept responsibility for applications that are mailed or sent by courier and are received late or not at all. The onus is still on you to ensure that your application reaches the municipality before the closing date.

NO FAXES OR ELECTRONIC APPLICATIONS WILL BE ACCEPTED.

CLOSING DATE: FRIDAY, 25 SEPTEMBER 2026 AT 15:00

**ADV H LINDE
MUNICIPAL MANAGER**

MN 154/2026

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