



Die Langeberg Munisipaliteit (Wes Kaap Provinsie) bedien die dorpe Ashton, Robertson, Montagu, Bonnievale en McGregor in die skilderagtige Breëriviervallei/Klein Karoogebied, waar mense nog na aan die natuur leef. Aansoeke word hiermee ingewag van persone wat oor die nodige kwalifikasies en ondervinding beskik vir aanstelling in die onderstaande poste:

DIREKTORAAT INGENIEURSDIENSTE

Ambagsman: Loodgieter (Heradvertering) (Verw nr 16/2024)

Kwalifikasies/ Ervaring:	Ambag sertifikaat; Kode B bestuurslisensie; Rekenaarvaardig; 1-2 jaar toepaslike ondervinding
Sleutelprestasie gebiede:	Ko-ordineer, toesighouding aangaande die bestuur van die riool- en waternetwerke en suiweringwerke; Bestuur die personeel onder u toesig; Verseker van onderhoud aan geboue, pompe en pompstasie; Onderneem inspeksies en hanteer navrae en klagtes vanaf die publiek; Doen van administratiewe take; Verantwoordelik vir veiligheid in werksplek; Verantwoordelik vir die toepassing van dissiplinêre prosedures
Byvoegdhede:	Kernprofessioneel - Bestuur van werk - Bestuur eie tyd en beskikbare hulpbronne en gereedskap doeltreffend om te verseker dat werk doeltreffend en betyds voltooi word - Probleemoplossing - Die vermoë om potensiële probleme te identifiseer, om die probleme in komponente op te breek, om potensiële oplossings te genereer, om kies 'n opsie en implementeer dit - Beplanning en Organisering - Die vermoë om aktiwiteite binne spesifieke tydraamwerke te beplan en om hierdie aktiwiteite volgens plan uit te voer - Kwaliteit-oriëntering - Verseker hoë kwaliteit uitset, kontroleer prosesse en take akkuraat en toon aandag aan detail - Werkplekveiligheid - Die vermoë om toestande wat werknemerveiligheid affekteer te identifiseer en reg te stel - Werkplekveiligheid - Die vermoë om toestande te identifiseer en reg te stel wat werknemerveiligheid beïnvloed - Dissiplinespesifieke vaardighede - Toon 'n bevredigende vlak van tegniese vaardigheid, kennis, ervaring en kwalifikasies relevant tot die rol - Diensleweringsooriëntering - Die vermoë om nuwe maniere te verken en te implementeer om dienste te lewer wat bydra tot die verbetering van munisipale prosesse om munisipale doelwitte te bereik - Interpersoonlike verhoudings - Die vermoë om produktiewe verhoudings met mense binne en buite die Stad te vestig en te handhaaf – Kommunikasie – Die vermoë om aandagtig te luister, kwessies te begryp, inligting op 'n duidelike wyse aan te bied en gepas op mondelinge en geskrewe kommunikasie van ander te reageer - Kliënteoriëntasie en kliëntfokus - Verstaan die diensbehoefte van 'n kliënt/kliënt (intern of ekstern) en fokus aktief daarop om die behoeftes op 'n tydige en toepaslike wyse te antisipeer, te ontmoet en te oorskry - Aksie-oriëntasie - Die vertoon van hoë werksetiek om uitdagende doelwitte te stel en te bereik, spertye na te kom en beloftes na te kom. Dit manifesteer hom in 'n mens se vermoë om gefokus te bly op taak, om energiek, volhardend en betroubaar te wees - Veerkragtigheid - Die vermoë om konstruktief te reageer op druk / stres situasies en die vermoë om te volhard met doelwitte ten spyte van struikelblokke - Aanspreeklikheid en Etiese Gedrag - Vermoë om te vertoon en bou die hoogste standaard van etiese en morele gedrag ten einde vertroue en vertroue in die staatsdiens te bevorder en om te voldoen aan kodes van goeie korporatiewe bestuur - Leeroriëntasie -

Die gewilligheid en motivering om te leer, kennis te bekom, insig te ontwikkel en te fokus op voortdurende selfverbetering - Rigtingstelling - Die vermoë om 'n duidelike sin van gemeenskaplike doel en visie vir ander te skep met die oog op die verkryging van inkoop en toewyding tot die doelwitte van die eenheid - Impak en Invloed - Die vermoë om 'n positiewe gesindheid by ander te inspireer en ander effektief te kan beïnvloed - Spanorientering - Die vermoë om 'n positiewe gesindheid by ander te inspireer en ander effektief te kan beïnvloed - Afrigting en Mentorskap - Die vermoë om vaardighede, prestasie en potensiaal van ondergeskiktes te assesser en om hul ontwikkeling aan te moedig met die oog op die optimalisering van hul talent en potensiaal - Dissiplinespesifieke vaardighede - Toon 'n bevredigende vlak van tegniese vaardigheid, kennis, ervaring en kwalifikasies relevant tot die rol.

Standplaas:

Ashton

Status:

Permanente aanstelling

Vergoeding:

R 270 996 – R 351 720 (T10) per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Navrae met betrekking tot pos:

Skakel Mnr CGH Posthumus, Snr Bestuurder: Siviele Ingenieursdienste, by 023 615 8000

DIREKTORAAT FINANSIËLE DIENSTE

Snr Rekenmeester: Inkomste (Heradvertering) (Verw nr 17/2024)

Kwalifikasies/ Ondervinding:

'n Relevante 3 jaar kwalifikasie, verkieslik 'n Nasionale Diploma (NQF6) of B Com (NQF7) met Finansiële Rekeningkunde as hoofvak; Rekenaargeletterdheid; MS Office; Kode B Bestuurslisensie; 5-8 jaar toepaslike ondervinding vereis wat 2 jaar toesighoudende ondervinding insluit. Bestuur en toesighouding van personeel; Verantwoordelik vir rigtinggewing met administratiewe en rapporterings take; Verseker dat navrae van Interne Ouditeur en Ouditeur Generaal word effektief aangespreek; Samestelling van gedetailleerde debiteure rekonsiliasie; Administreer en implementering van prosedures, stelsels en kontroles in Inkomste afdeling; Opdatering van oorplasinge; Hersien en goedkeuring van joernale; Opstel van werksdokumente en joernale vir die voorbereiding van finansiële state en begroting.

Bevoegdhede:

Funksioneel- Rekeningkunde - Vestig toepaslike rekeningkundige stelsels vir die organisasie en verseker dat die reëls van GRAP en ander goeie rekeningkundige praktyke nagekom word - Verkryging - Bestuur die verkrygingsproses volgens heersende wetgewing, norme en standaarde - Begroting - Vestig en bestuur geloofwaardige begrotings binne wetgewende, politieke en administratiewe mandate - Finansiële Bestuur - Dryf optimalisering van finansiële bestuur van die munisipaliteit deur die gebruik van standaard bedryfsprosedures - Kosteberekening - Vermoë om kosteberekening te bepaal gebaseer op beste praktyk, politieke imperatiewe en prosesse te standaardiseer - Finansiële Verslagdoening - Vermoë om algehele doelwitte van finansiële verslagdoening, spesifieke inligtingsbehoefte van belanghebbendes en die algemene inligtingsbehoefte van ander te identifiseer - Finansiële Prosesbestuur - Vermoë om 'n effektiewe, ekonomiese en doeltreffende finansiële funksie deur finansiële prosesse te ondersteun - Mondelinge Kommunikasie - Die vermoë om komplekse konsepte op 'n verstaanbare, oortuigende wyse te verwoord - Geskrewe kommunikasie - Kommunikasie van komplekse inligting op 'n wyse wat verstaanbaar is (taal en formaat) vir die spesifieke gehoor - Organisatoriese bewustheid - Die vermoë om die sleuteldrywers in die munisipaliteit te verstaan en om hierdie begrip toe te pas om die dienslewingsdoelwitte en uitdagings te bereik - Probleemoplossing - Die vermoë om potensiële probleme te identifiseer, om die probleme in

komponente op te breek, om potensiele oplossings te genereer, om 'n oplossing te kies en dit te implementeer. - Beplanning en organisering - Die vermoë om aktiwiteite binne spesifieke tydraamwerke te beplan en dan hierdie aktiwiteite volgens plan uit te voer - Interpersoonlike Verhoudings - Die vermoë om produktiewe verhoudings met mense binne en buite die munisipaliteit te vestig en in stand te hou - Kommunikasie - Die vermoë om aandagtig te luister, kwessies te begryp, inligting op 'n duidelike manier aan te bied en gepas te reageer op mondelinge en geskrewe kommunikasie van ander - Diensleweringsoriëntering - Die vermoë om nuwe maniere te verken en te implementeer om dienste te lewer wat bydra tot die verbetering van munisipale prosesse ten einde munisipale doelwitte te bereik - Aksie en uitkoms-oriëntasie - Die vertoon van hoë werksetiek in die stel en bereiking van uitdagende doelwitte, die nakom van spertye en die nakoming van beloftes. Dit manifesteer in 'n mens se vermoë om gefokus te bly op taak, om energiek, aanhoudend en betroubaar te wees. Veerkragtigheid - Die vermoë om konstruktief op druk-/stressituasies te reageer en die vermoë om doelwitte te volhard ten spyte van struikelblokke en terugslae- Kognitiewe vermoë - Die vermoë om inligting in te samel, kwessies te ontleed en kompleksiteit en dubbelsinnigheid te hanteer. Toon langtermyn denke, volg op 'n logiese wyse deur, bewus van gevolge en implikasies. Is in staat om die 'Bigger Picture' te sien - Verandergeredheid - Die vermoë om te innoveer en die status quo uit te daag en die vermoë om verandering te hanteer wat deur ander gedryf word - Leeroriëntasie - Die gewilligheid en motivering om te leer, kennis te bekom, insig te ontwikkel en op voortdurende selfverbetering te fokus. - Impak en Invloed - Die vermoë om 'n positiewe houding by ander te inspireer en in staat te wees om ander effektief te beïnvloed – Spanorientering - Die vermoë om 'n samewerkende klimaat te bevorder, groepdinamika te verstaan en toepaslike fasiliteringstegnieke toe te pas in die werk met ander om 'n gedeelde doelwit te bereik. Rigtingsinstelling - Die vermoë om 'n duidelike gevoel van gemeenskaplike doel en visie vir ander te skep met die oog daarop om inkoop en toewyding tot die doelwitte te verkry - Afrigting en Mentorskap - Die vermoë om vaardighede, prestasie en potensiaal van ondergeskiktes te assesser en om hul ontwikkeling aan te moedig met die oog op die optimalisering van hul talent.

Standplaas:

Ashton

Status:

Permanente aanstelling

Vergoeding:

R 377 664 – R 490 200 (T12) per jaar sowel as normale voordele soos van toepassing op 'n Plaaslike Owerheid

Navrae met betrekking tot pos:

Skakel Mev JCR Ladouce, Bestuurder: Inkomste Dienste, by 023 615 8050

DIREKTORAAT KORPORATIEWE DIENSTE

Verkeersbeampte (Verw nr 18/2024)

Kwalifikasies/ Ervaring:

Graad 12; Gekwalifiseerde verkeersbeampte (Verkeers Diploma); Kode EB bestuurslisensie; Ondersoeker van voertuie/ Bestuurslisensie Graad A sal as aanbeveling dien; 2-5 jaar toepaslike ondervinding; Geen kriminele rekord; Bereid om skofte en oortyd oor naweke te werk; Goeie gesondheid in ooreenstemming met die fisiese vereistes van die werk

Sleutelprestasie gebiede:

Onderneem verkeerswetstoepassing deur benutting van gevorderde tegnologie; Reguleer verkeer; Assisteer in die administrasie en prosessering van verkeersoortredings; Lewer uitspraak oor verkeersoortredings en hanteer navrae vanaf die publiek; Verleen algemene ondersteuning aan die Verkeersdepartement; Voer hofverpligtinge uit; Onderrig gee aan skole

Bevoegdhede:

Kern professionele bevoegdhede - Gemeenskaps- en Kliëntfokus - Vermoë om op die kliënt te fokus en 'n hoë-gehalte diens te lewer wat aangepas is om aan verskillende behoeftes in die gemeenskappe te voldoen wat bedien word; Probleemoplossing - Versamel inligting uit 'n reeks bronne en ontleed data om probleme en kwessies te identifiseer om effektiewe besluite te neem; Onderhandeling en Beïnvloeding - Vermoë om ander te oorrede en te beïnvloed deur logika en rede te gebruik. In staat om oplossings te vind en te verkoop wat aanvaar sal word; Veerkragtigheid - Toon veerkragtigheid, selfs in moeilike omstandighede. Bereid om moeilike besluite te neem en het die selfvertroue om dit deur te sien; Kommunikasie - Kommuniqueer idees en inligting effektief, beide mondelings en skriftelik. Gebruik taal en 'n styl van kommunikasie wat gepas is vir die situasie en mense wat aangespreek word, wat 'n gemeenskaplike begrip verseker; Etiek en Professionaliteit - Die vermoë om etiese kwessies en botsings van belange te identifiseer en te hanteer; Funksioneel - Patrollie, Handhawing en Noodreaksie - Vermoë om veiligheids- en sekuriteitsprobleme vooruit te loop of daarop te reageer; Staatsdiensoriëntering – Interpersoonlike Verhoudings – Die vermoë om produktiewe verhoudings met mense binne en buite die Munisipaliteit te vestig en te handhaaf; Kommunikasie – Die vermoë om aandagtig te luister, kwessies te begryp, inligting op 'n duidelike wyse aan te bied en gepas te reageer op mondelinge en geskrewe kommunikasie van ander; Diensleweringsoriëntering – Die vermoë om nuwe maniere te verken en te implementeer om dienste te lewer wat bydra tot die verbetering van munisipale prosesse ten einde munisipale doelwitte te bereik; Kliënt-oriëntasie en kliëntfokus – Verstaan die diensbehoefte van 'n kliënt/kliënt (intern of ekstern) en aktief fokus op die antisipering, ontmoeting en oorskryding van die behoeftes op 'n tydig en toepaslike wyse; Persoonlik - Die vertoon van hoë werksetiek in die stel en bereiking van uitdagende doelwitte, die nakoming van spertye en die nakoming van beloftes. Dit manifesteer hom in 'n mens se vermoë om gefokus te bly op taak, om energiek, aanhoudend en betroubaar te wees; Veerkragtigheid – Die vermoë om konstruktief op druk-/stressituasies te reageer en die vermoë om te volhard met doelwitte ten spyte van struikelblokke en terugslae; Verandergereedheid – Die vermoë om te innoveer en die status quo uit te daag en die vermoë om verandering te hanteer wat deur ander gedryf word; Kognitiewe vermoë – Die vermoë om inligting in te samel, kwessies te analiseer en kompleksiteit en dubbelsinnigheid te hanteer. Toon langtermyn denke, volg op 'n logiese wyse deur, bewus van gevolge en implikasies. Is in staat om die 'Bigger Picture' te sien; Leeroriëntasie – Die gewilligheid en motivering om te leer, kennis te bekom, insig te ontwikkel en op voortdurende selfverbetering te fokus; Bestuur / Leierskap - Spanorientering – Die vermoë om 'n samewerkende klimaat te bevorder, groepdinamika te verstaan en toepaslike fasiliteringstegnieke toe te pas in die werk met ander om 'n gedeelde doelwit te bereik; Rigtingsinstelling – Die vermoë om 'n duidelike gevoel van gemeenskaplike doel en visie vir ander te skep met die oog op die verkryging van inkoop en verbintenis tot die doelwitte; Afrigting en Mentorskap – Die vermoë om vaardighede, prestasie en potensiaal van ondergeskiktes te assesser en om hul ontwikkeling aan te moedig met die oog op die optimalisering van hul talent; Impak en Invloed – Die vermoë om 'n positiewe houding by ander te inspireer en in staat te wees om ander effektief te beïnvloed.

Standplaas:

Status:

Vergoeding:

Navrae met betrekking tot pos:

Langeberg gebied

Permanente aanstelling

R 270 996 – R 351 720 (T10) per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Skakel Mnr AJ Dondolo, Snr Superintendent: Verkeersdienste, by 023 615 8053

Persoonlike Assistent: Speaker (Heradvertering) (Verw nr 19/2024)

Kwalifikasies/ Ervaring:	Graad 12; Relevante sekretariële sertifikaat; 5 – 8 jaar relevante ondervinding asook toesighoudende ondervinding; Rekenaargeletterd: MS Office
Sleutelprestasie gebiede:	Uitvoer van administratiewe pligte; Reël van afspraak en byhou van Speaker se dagboek; Skakeling, ko-ordinering en organisering van alle aktiwiteite van die Speaker insluitende reisreëlings; Hantering van alle telefoonoproepe van die Speaker; Aanspreeklik vir netheid van Speaker se kantoor; Verseker vertroulikheid; Bywoon van sommige funksies en vergaderings na ure in opdrag van Speaker
Byvoegdhede:	Kernprofessioneel - Geskrewe kommunikasie - Die vermoë om skriftelik te kommunikeer soos toepaslik met spesifieke gehore - Mondelinge Kommunikasie - Die vermoë om 'n boodskap op 'n verstaanbare en oortuigende wyse te verwoord - Aandag aan detail - Vermoë om eie werk en dié van ander te ondersoek om akkuraatheid te verseker en voldoening aan die relevante munisipale standaarde – Beïnvloeding – Die vermoë om met ander te kommunikeer en hulle te beïnvloed om die beste alternatief uit 'n reeks opsies aan te neem – Etiek en Professionaliteit – Die vermoë om etiese kwessies en belangebotsings te identifiseer en te hanteer – Organisatoriese bewustheid - Die vermoë om die Munisipaliteit se doelwit, en die impak van besluite op die gemeenskap en die funksionering van die departement te verstaan - Probleemoplossing - Die vermoë om potensiele probleemareas te identifiseer, die probleem in samestellende dele op te breek, potensiele oplossings te genereer, 'n opsie te kies en implementeer dit - Beplanning en organisering - Die vermoë om aktiwiteite binne spesifieke tydraamwerke te beplan en dan hierdie aktiwiteite volgens plan uit te voer - Besigheidsprosesse - Vermoë om betrokke te raak by stelsels of komponentprosesse en deurlopende verbeterings aan te bring - Gebruik van tegnologie - Die vermoë om tegnologie in die werkplek te benut om die funksionering van die Munisipaliteit te optimaliseer - Dataverwerking & Analise - Vermoë om data te verwerk en verbeterings in die manier waarop dit verwerk word na vore te bring - Interpersoonlike Verhoudings - Die vermoë om te vestig en handhaaf produktiewe verhoudings met mense binne en buite die Munisipaliteit – Kommunikasie – Die vermoë om aandagtig te luister, kwessies te begryp, inligting op 'n duidelike wyse aan te bied en toepaslik op mondelinge en geskrewe kommunikasie van ander te reageer - Diensleweringsoriëntering - Die vermoë om te verken en te implementeer nuwe maniere om dienste te lewer wat bydra tot die verbetering van munisipale prosesse om munisipale doelwitte te bereik - Kliënteoriëntasie En Kliëntfokus - Verstaan die diensbehoeftes van 'n kliënt/kliënt (intern of ekstern) en fokus aktief daarop om te antisipeer, te ontmoet en te oortref behoeftes op 'n tydige en toepaslike wyse - Aksie-oriëntering - Die vertoon van hoë werksetiek in die stel en bereik van uitdagende doelwitte, die nakom van spertye en die nakoming van beloftes. Dit manifesteer in 'n mens se vermoë om gefokus te bly op taak, om energiek, aanhoudend en betroubaar te wees - Veerkragtigheid - Die vermoë om konstruktief te reageer op druk/stres situasies en die vermoë om met doelwitte te volhard ten spyte van struikelblokke en terugslae - Verandergereedheid - Die vermoë om innoveer en daag die status quo uit en die vermoë om verandering te hanteer wat deur ander gedryf word - Kognitiewe vermoë - Die vermoë om inligting in te samel analyseer kwessies en hanteer kompleksiteit en dubbelsinnigheid. Toon langtermyn denke, volg op 'n logiese wyse deur, bewus van gevolge en implikasies. Is in staat om die 'Groter prentjie' te sien - Leeroriëntasie - Die gewilligheid en motivering om te leer, kennis te bekom, insig te ontwikkel en te fokus op voortdurende selfverbetering - Impak en invloed - Die vermoë om 'n positiewe gesindheid by ander te inspireer en ander effektief te kan beïnvloed - Spanoriëntasie - Die vermoë om bevorder 'n samewerkende klimaat, verstaan groepdinamika en pas toepaslike fasiliteringstegnieke toe om saam met ander te werk om 'n

gedeelde doelwit te bereik - Rigtingstelling - Die vermoë om 'n duidelike sin van gemeenskaplike doel en visie vir ander te skep met die oog daarop om inkoop en toewyding te verkry. na die doelwitte - Afrigting en Mentorskap - Die vermoë om vaardighede, prestasie en potensiaal van ondergeskiktes te assesser en om hul ontwikkeling aan te moedig met die oog op die optimalisering van hul talent.

Standplaas:

Robertson

Status:

Kontrakpos (Gekoppel aan die termyn van die Speaker)

Vergoeding:

R 133 716 – 172 728 (T5) per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Navrae met betrekking tot pos: Skakel Mnr AG Brönn, Assistent Bestuurder: Regering Ondersteuning, by 023 615 2219

Sluitingsdatum: 28 Maart 2024 om 12:00. Aansoeke (Aansoekvorm, CV, kwalifikasies, getuigskrif, ID en Bestuurslisensie) moet gestuur word na Ashton Kantoor by **Posadres:** Privaatsak X2, Ashton, 6715; **E-pos:** tcarstens@langeberg.gov.za; **Faks:** (023) 615 1563. Verdere inligting is beskikbaar by die Bestuurder: Menslike Hulpbronne by Ashton Kantoor, Tel (023) 615 8035 tydens normale kantoorure. Die aansoekvorm is op die munisipale webwerf (www.langeberg.gov.za) en by alle munisipale kantore beskikbaar.

NB: Gunswerwing by Raadslede of enige lid van die Aanstellingskomitee sal aansoekers onmiddellik diskwalifiseer. Die Munisipaliteit is gebonde aan die beginsels van regstellende optrede soos uiteengesit in sy Diensbillikheidsplan. Aansoekers wat teen 31 Mei 2024 nog geen terugvoer ontvang het nie, moet aanvaar dat hulle aansoeke nie geslaag het nie. CV's sal nie terugbesorg word nie. Geen aansoek sal oorweeg word as 'n aansoekvorm nie voltooi is nie. Die Munisipaliteit behou die reg voor om geen aanstelling te maak nie. Geen laat aansoeke sal aanvaar word nie. Alle suksesvolle kandidate se aanstellings is onderhewig aan die verifikasie van kwalifikasies en kriminele rekords. Indiensneming sal onderworpe wees aan die ondertekening van dienskontrakte en waar nodig, prestasie-ooreenkomste asook openbaarmaking van finansiële belange. U stem in dat die persoonlike inligting wat as deel van u aansoek ingedien word, gebruik mag word vir die doeleindes van die Werwing- en Keuringsproses.

DP Lubbe

Munisipale Bestuurder

Munisipale kantore

Privaatsak X2

ASHTON 6715



The Langeberg Municipality (Western Cape Province) serves the towns Ashton, Robertson, Montagu, Bonnievale and McGregor in the picturesque Breede River Valley/Klein Karoo area, where people still live close to nature. Applications are hereby invited from persons with the necessary qualifications and experience for appointment in the following positions:

DIRECTORATE ENGINEERING SERVICES

Artisan: Plumber (Re-advertisement) (Ref nr 16/2024)

Qualifications/ Experience:	Trade certificate; Code B driving licence; Computer literate; 1-2 years of relevant experience
Key Performance Areas:	Coordinate, supervise and managing of the sewer and water network and purification systems; Manage personnel under your supervision; Ensure the maintenance of buildings, pumps and the pump station; Undertake inspections and handle enquiries and complaints from the public; Do administrative tasks; Responsible for safety in the workplace; Responsible for disciplinary procedures
Competencies:	Core Professional - Managing Work - Effectively manages own time and available resources and tools to ensure that work is completed efficiently and on time - Problem solving - The ability to identify potential problems, to break the problems into component parts, to generate potential solutions, to select an option and implement it - Planning and Organizing - The ability to plan activities within specific timeframes and to execute these activities according to plan - Quality Orientation - Ensures high quality output, accurately checks processes and tasks and shows attention to detail - Work Place Safety - The ability to identify and correct conditions that affect employee safety - Work Place Safety - The ability to identify and correct conditions that affect employee safety - Discipline Specific Skills - Shows a satisfactory level of technical skill, knowledge, experience and qualifications relevant to the role - Service Delivery Orientation - The ability to explore and implement new ways of delivering services that contribute to the improvement of municipal processes in order to achieve municipal goals - Interpersonal relationships - The ability to establish and maintain productive relationships with people within and outside of the City – Communication - The capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication of others - Customer orientation and customer focus - Understands the service needs of a client / customer (internal or external) and actively focuses on anticipating, meeting and exceeding the needs in a timely and appropriate manner - Action orientation - The display of high work ethic in setting and achieving challenging goals, meeting deadlines and keeping promises. It manifests itself in one's ability to stay focused on task, to be energetic, persistent and reliable – Resilience - The ability to respond constructively to pressure / stress situations and the ability to persist with goals despite obstacles - Accountability and Ethical Conduct - Ability to display and build the highest standards of ethical and moral conduct in order to promote confidence and trust in the public service and to adhere to codes of good corporate governance Learning Orientation - The willingness and motivation to learn, acquire knowledge, develop insight and focus on continuous self-

improvement - Direction Setting - The ability to create a clear sense of common purpose and vision for others with a view to obtaining buy-in and commitment to the goals of the unit - Impact and Influence - The ability to inspire a positive attitude in others and be able to influence others effectively - Team Orientation - The ability to inspire a positive attitude in others and be able to influence others effectively - Coaching and Mentoring - The ability to assess skills, performance, and potential of subordinates and to encourage their development with the view of optimising their talent and potential - Discipline Specific Skills - Shows a satisfactory level of technical skill, knowledge, experience and qualifications relevant to the role.

Place of work: Ashton
 Status: Permanent appointment
 Remuneration: R 270 996 – R 351 720 (T10) per annum as well as normal benefits as applicable to a Local Authority.
 Enquiries regarding post: **Contact Mr CGH Posthumus, Snr Manager: Civil Engineering, at 023 615 8000**

DIRECTORATE FINANCIAL SERVICES

Snr Accountant: Income (Re-advertisement) (Ref nr 17/2024)

Qualifications/ Experience: Relevant 3 year qualification, preferably a National Diploma (NQF6) or B Com (NQF7) with Financial Accounting as a major subject; Computer literacy; MS Office; Code B driving licence; 5-8 years of relevant experience required which includes 2 years of supervisory experience.

Key Performance Areas: Management and supervision of staff; Responsible for giving direction regarding administrative and reporting tasks; Ensure that inquiries from Internal Auditor and Auditor General are effectively addressed; Compilation of detailed debtors reconciliation; Administer and implement procedures, systems and controls in Revenue department; Update of transfers; Review and approval of journals; Preparation of working documents and journals for the preparation of financial statements and budget.

Competencies Functional - Accounting - Establishes appropriate accounting systems for the organisation and ensures that the rules of GRAP and other good accounting practices are adhered to - Procurement - Manages the procurement process according to prevailing legislation, norms and standards - Budgeting - Establishes and manages credible budgets within legislative, political and administrative mandates - Financial Management - Drives optimisation of financial management of the municipality through use of standard operating procedures - Costing - Ability to produce costing based on best-practice, political imperatives and standardise processes - Financial Reporting - Ability to identify overall objectives of financial reporting , specific information needs of stakeholders & the general information needs of others - Financial Process Management - Ability to support an effective, economic and efficient finance function through financial processes - Oral Communication - The ability to articulate complex concepts in an understandable, convincing manner - Written Communication - Communication of complex information in a manner that is understandable (language and format) to the specific audience - Organisational Awareness - The ability to understand the key drivers in the sector and the municipality and to apply this understanding to meet the service delivery objectives and challenges - Problem Solving - The ability to identify potential problems, to break the problems into component parts, to generate potential solutions, to select an option and implement it - Planning and Organising - The ability to plan activities within specific timeframes and then to execute these activities according to plan. Public Service Orientation - Interpersonal Relationships - The ability to establish and maintain productive

relationships with people within and outside of the municipality. - Communication - The capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication of others - Service Delivery Orientation - The ability to explore and implement new ways of delivering services that contribute to the improvement of municipal processes in order to achieve municipal goals - Personal Action and outcome orientation - The display of high work ethic in setting and achieving challenging goals, meeting deadlines and keeping promises. It manifests itself in one's ability to stay focused on task, to be energetic, persistent and reliable - Resilience - The ability to respond constructively to pressure / stress situations and the ability to persist goals despite obstacles and setbacks - Cognitive ability - The ability to gather information, analyse issues and deal with complexity and ambiguity. Shows long-term thinking, follows through in a logical manner, aware of consequences and implications. Is able to see the 'Bigger Picture' - Change Readiness - The ability to innovate and challenge the status quo and the ability to cope with change driven by others - Learning Orientation - The willingness and motivation to learn, acquire knowledge, develop insight and focus on continuous self-improvement - Impact and Influence - The ability to inspire a positive attitude in others and be able to influence others effectively - Team Orientation - The capacity to promote a cooperative climate, understand group dynamics and apply appropriate facilitation techniques in working with others to achieve a shared goal - Direction Setting - The ability to create a clear sense of common purpose and vision for others with a view to obtaining buy-in and commitment to the goals - Coaching and Mentoring - The ability to assess skills, performance, and potential of subordinates and to encourage their development with the view of optimising their talent.

Place of work:

Ashton

Status:

Permanent appointment

Remuneration:

R 377 664 – R 490 200 (T12) per annum as well as normal benefits as applicable to a Local Authority

Enquiries regarding post:

Contact Ms JCR Ladouce, Manager: Income Services, by 023 615 8050

DIRECTORATE CORPORATE SERVICES

Traffic Officer (Ref nr 18/2024)

Qualifications/ Experience:

Grade 12; Qualified traffic officer (Traffic Diploma); Code EB driver's license; Examiner of vehicles/ Examiner of Drivers licences Grade A will serve as recommendation; 2-5 years appropriate experience; No criminal record; Willingness to work shifts and overtime on weekends; Proven good health in line with the physical requirements of the post

Key Performance Areas:

Undertake traffic law enforcement by using advanced technology; Regulate traffic; Assist in the administration and processing of traffic infringements; Adjudicate offences and deal with public enquiries; Provide general operational support to the Traffic Department; Execute court duties; Giving training to schools

Competencies:

Core Professional Competencies - Community and Customer Focus - Ability of focus on the customer and provide a high-quality service that is tailored to meet differing needs in the communities served; Problem Solving - Gathers information from a range of sources and analyses data to identify problems and issues in order to make effective decisions; Negotiation and Influencing - Ability to persuade and influence others using logic and reason. Able to find and sell solutions that will be accepted; Resilience - Shows resilience, even in difficult circumstances. Prepared to make difficult decisions and has the

confidence to see them through; Communication - Communicates ideas and information effectively, both verbally and in writing. Uses language and a style of communication that is appropriate to the situation and people being addressed, ensuring a common understanding; Ethics and Professionalism - The ability to identify and deal with ethical issues and conflicts of interest; Functional - Patrol, Enforcement and Emergency Response - Ability to pre-empt or respond to safety and security problems; Public Service Orientation – Interpersonal Relationships – The ability to establish and maintain productive relationships with people within and outside of the Municipality; Communication – The capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication of others; Service Delivery Orientation – The ability to explore and implement new ways of delivering services that contribute to the improvement of municipal processes in order to achieve municipal goals; Client Orientation and Customer Focus – Understands the service needs of a client / customer (internal or external) and actively focuses on anticipating, meeting and exceeding the needs in a timely and appropriate manner; Personal - The display of high work ethic in setting and achieving challenging goals, meeting deadlines and keeping promises. It manifests itself in one's ability to stay focused on task, to be energetic, persistent and reliable; Resilience – The ability to respond constructively to pressure / stress situations and the ability to persist with goals despite obstacles and setbacks; Change Readiness – The ability to innovate and challenge the status quo and the ability to cope with change driven by others; Cognitive ability – The ability to gather information, analyse issues and deal with complexity and ambiguity. Shows long-term thinking, follows through in a logical manner, aware of consequences and implications. Is able to see the 'Bigger Picture'; Learning Orientation – The willingness and motivation to learn, acquire knowledge, develop insight and focus on continuous self-improvement; Management / Leadership - Team Orientation – The capacity to promote a cooperative climate, understand group dynamics and apply appropriate facilitation techniques in working with others to achieve a shared goal; Direction Setting – The ability to create a clear sense of common purpose and vision for others with a view to obtaining buy-in and commitment to the goals; Coaching and Mentoring – The ability to assess skills, performance, and potential of subordinates and to encourage their development with the view of optimizing their talent; Impact and Influence – The ability to inspire a positive attitude in others and be able to influence others effectively.

Place of work:

Langeberg area

Status:

Permanent appointment

Remuneration:

R 270 996 – R 351 720 (T10) per annum as well as normal benefits as applicable to a Local Authority

Enquiries regarding post:

Contact Mr AJ Dondolo, Snr Superintendent: Traffic Services, at 023 615 8053

Personal Assistant: Speaker (Re-advertisement) (Ref nr 19/2024)

Qualifications/ Experience:

Grade 12; Relevant secretarial certificate; 5-8 years relevant experience as well as supervisory experience; Computer literacy: MS Office

Key Performance Areas:

Perform administrative duties; Arrange appointments and co-ordinate the Speaker's diary; Liaise, organize and co-ordinate all activities of the Speaker's office, including travel arrangements; Handle all telephone calls of the Speaker; Be accountable for the general tidiness and image of the Speaker's office; Arrange records and keep minutes at meetings; Perform any other work-related duties in the Speaker's office; Ensure confidentiality;

Competencies:

Attending of some functions and meetings after hours on instruction by the Speaker

Core Professional – Written Communication - The ability to communicate in writing as appropriate to specific audiences - Oral Communication - The ability to articulate a message in an understandable and convincing manner - Attention to detail - Ability to scrutinise own work and that of others to ensure accuracy and compliance with the relevant municipal standards – Influencing - The ability to interact with others and influence them to adopt the best alternative from a range of options - Ethics and Professionalism - The ability to identify and deal with ethical issues and conflicts of interest - Organisational Awareness - The ability to understand the Municipality's objective, and the impact of decisions on the community and the functioning of the department - Problem Solving - The ability to identify potential problem areas, to break the problem into component parts, generates potential solutions, select an option and implement it - Planning and Organising - The ability to plan activities within specific timeframes and then to execute these activities according to plan - Business processes - Ability to engage with systems or component processes and make continuous improvements - Use of technology - The ability to utilise technology in the workplace to optimise functioning of the Municipality - Data processing & Analysis - Ability to process data and bring out about improvements in the way in which it is processed - Interpersonal Relationships - The ability to establish and maintain productive relationships with people within and outside of the Municipality – Communication - The capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication of others - Service delivery Orientation - The ability to explore and implement new ways of delivering services that contribute to the improvement of municipal processes in order to achieve municipal goals - Client Orientation And Customer Focus - Understands the service needs of a client/customer (internal or external) and actively focusses on anticipating, meeting and exceeding he needs in a timely and appropriate manner - Action Orientation - The display of high work ethic in setting and achieving challenging goals, meeting deadlines and keeping promise. It manifests itself in one's ability to stay focused on task, to be energetic, persistent and reliable – Resilience - The ability to respond constructively to pressure/stress situations and the ability to persist with goals despite obstacles and setbacks - Change readiness - The ability to innovate and challenge the status quo and the ability to cope with change driven by others - Cognitive ability - The ability to gather information analyse issues and deal with complexity and ambiguity. Shows long-term thinking, follows through in a logical manner, aware of consequences and implications. Is able to see the 'Bigger Picture' - Learning orientation - The willingness and motivation to learn, acquire knowledge, develop insight and focus on continuous self-improvement - Impact and influence - The ability to inspire a positive attitude in others and be able to influence others effectively - Team orientation - The capacity to promote a cooperative climate, understand group dynamics and apply appropriate facilitation techniques in working with others to achieve a shared goal - Direction setting - The ability to create a clear sense of common purpose and vision for others with a view to obtaining buy-in and commitment to the goals - Coaching and Mentoring - The ability to assess skills, performance and potential of subordinates and to encourage their development with the view of optimising their talent.

Place of work:

Robertson

Status:

Contract post (Coupled to the term of the Speaker)

Remuneration:

R 133 716 – 172 728 (T5) per annum as well as normal benefits as applicable to a Local Authority

Enquiries regarding post:

Contact Mr AG Brönn, Assistant Manager: Governance Support 023 615 2219

Closing date: 28 March 2024 at 12:00. Applications (Application form, CV, qualifications, testimonial, ID and driver's licence) must be submitted to the Municipal Manager at **Postal Address:** Private Bag X2, Ashton, 6715; **E-mail:** tcarstens@langeberg.gov.za; **Fax:** (023) 615 1563. Further information is available from the Manager: Human Resources at Tel (023) 615 8035 during normal office hours. The application form can be obtained from the municipal website (www.langeberg.gov.za) and is at all administrative municipal offices available.

NB: Canvassing of Council members or any member of the Appointment Committee will immediately disqualify applicants. The Municipality is bound by the principles of affirmative action as set out in its Employment Equity Plan. Applicants that have not received any feedback by 31 May 2024 must accept that their applications were unsuccessful. CV's will not be returned. No application will be considered if an application form is not completed. The Municipality have the right not to make an appointment. No late applications will be accepted. All successful candidates' appointments are subject to verification of qualifications and criminal records. Appointment will be subjected to the signing of a service contract and where applicable performance contract as well as disclosure of financial interest. You are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection process.

DP LUBBE
Municipal Manager
Municipal Offices
Private Bag X2
ASHTON 6715