

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: Elektriesien (Verw nr 39/2024)

Kwalifikasies/ Ervaring:	Ambag sertifikaat; Kode C1 bestuurlisensie; Rekenaarvaardig: MS Office; 1-2 jaar toepaslike ondervinding
Sleutelprestasie gebiede:	Bou en instandhouding van 66000/11000/420 volt oorhoofse elektriese lyne; Installering en instandhouding van straatligte; Installering, beeïndiging en hegting van 11000/420/230 volt elektriese kables; Installering van 11000/415 volt distribusietransformators en miniatuursubstasies; Installering van 11000/110 volt metings transformators en metingstoerusting; Installering van dienskonneksies met konvensionele en voorafbetaalde elektriesiteitsmeters; Herstel van elektriese installerings van die munisipaliteit; Opspoor van foute op 415/230 volt kables
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 tydig 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 standarde van etiese en morele gedrag ten einde vertrou en vertrou 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: Robertson (2 poste)
 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 GA Lotter, Bestuurder: Elektriese Ingenieursdienste, by 023 626 8266

Drywer Operateur: Trekker met sleepwa (Heradvertering) (Verw nr 40/2024)

Kwalifikasies/ Ervaring: Basiese geletterdheid; 1-2 jaar toepaslike ondervinding; Kode EB bestuurlisensie

Sleutelprestasie gebiede: Versameling van vaste afval deur die volgende te doen naamlik bestuur van trekker om produkte en materiaal te vervoer; Inspekteer trekker en uitrusting voor en na ritte; Laai en aflaai van produkte en materiaal; Voltooi van interne prosedurele dokumentasie (logstate en voertuig kontrolelys); Observeer veiligheidsprosedures en regulasies gedurende bestuur van trekker

Bevoegdhede: Funksioneel / Professioneel - Voertuigveiligheid – Berei die motor/vragmotor/bakkie en sy insittendes voor vir die reis. Maak seker die voertuig is veilig en padwaardig. Voldoen aan padseine, tekens en padmerke. Bestuurders: Graad 1, Graad 2, Graad 3/ Spesiale kategorie en Chauffeur; Bestuursgedrag - Lei en beheer van die motor / vragmotor / bakkie. Gebruik van die pad in ooreenstemming met geldende verkeerswette. Gepas interaksie met ander padgebruikers; Leeroriëntering - Hersien en pas bestuursgedrag voortdurend aan. Leer uit ervaring; Gehalte-oriëntering - Verseker hoë kwaliteit uitset, kontroleer prosesse en take akkuraat en toon aandag aan detail; Staatsdiensoriëntering - Dienslewingsoriëntering - 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; 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; Persoonlik - Aksie-oriëntasie - Die vermoë om gefokus te bly op 'n taak, om energiek, aanhoudend en betroubaar te wees; Veerkragtigheid - Die vermoë om vol te hou met aksies / werkaflerbares ten spyte van struikelblokke; Verantwoordbaarheid en etiese gedrag - Vermoë om standarde van etiese en morele gedrag aan die dag te lê om vertroue te bevorder en om te voldoen aan kodes van goeie praktyk; 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 gesindheid by ander te inspireer en ander effektief te kan beïnvloed; Spanorientering - Die vermoë om 'n samewerkende klimaat te bevorder in samewerking met ander om 'n gedeelde doelwit te bereik

Standplaas:

Montagu

Status:

Permanente aanstelling

Vergoeding:

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

Navrae met betrekking tot pos:

Skakel Mnr GM Slingers, Bestuurder: Vaste Afvalbestuur, by 023 616 8008

Bou Inspekteur (Verw nr 41/2024)

Kwalifikasies/ Ervaring:

Relevante Nasionale Diploma (NQF6) kwalifikasie soos bepaal in die nasionale bouregulasies; 3 – 5 jaar toepaslike ondervinding verkieslik by 'n Plaaslike Owerheid; Kode B bestuurlisensie; Kennis van SANS10400 en Wet op Nasionale Bouregulasies en Boustandaarde, 103 van 1977, insluitend evaluering van bouplanne en werkbare kennis van die Wes-Kaapse Wet op Grondgebruikbeplanning 2014; Rekenaar geletterd: MS Office; In aanmerking te kom om te registreer as Vredesbeampte (Wetstoepassingsbeampte)

Sleutelprestasie gebiede:

Alle bouaktiwiteite binne die Munisipale area te kontroleer (ingesluit algemene Wetstoepassing) en die toepassing van die Nasionale Bouregulasies, Soneringskema Regulasies en toepaslike Munisipale Verordeninge; Aanbevelings ten opsigte van bouplan aansoeke te maak in term van die Nasionale Bouregulasies; Bywoon van vergaderings; Publiek by te staan ten opsigte van bouaktiwiteite navrae; Rekordhouding van aktiwiteite; Veilige bewaring van bouplanne; Beheer en monitering van onwettige bouwerk

Byvoegdhede:

Funksioneel - Gebou-ontwikkelingsbeheer - Vermoë om veiligheids- en sekuriteitsprobleme in die ontwikkeling van 'n gebou/geboue te voorkom of daarop te reageer; Bou-inspektoraat-kliëntgesentreerdheid - 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; Regsadministrasie - Versamel inligting uit 'n reeks bronne en ontleed data om probleme en kwessies te identifiseer om doeltreffende besluite te neem; Onderhandeling en Beïnvloeding - Vermoë om ander te oorreed en te beïnvloed deur logika en rede te gebruik. In staat om oplossings te vind en te verkoop wat aanvaar sal word; Etiek en Professionaliteit - Die vermoë om etiese kwessies en botsings van belange te identifiseer en te hanteer; Organisasionele bewustheid - die vermoë om die sleuteldrywers in die sektor en die munisipaliteit te verstaan en om hierdie begrip toe te pas om die dienslewingsdoelwitte en -uitdagings te bereik; Probleemoplossing - versamel inligting uit 'n reeks bronne en ontleed data om probleme en kwessies te identifiseer om doeltreffende besluite te neem; Beplanning en Organisering - Die vermoë om aktiwiteite binne

spesifieke tydraamwerke te beplan en dan hierdie aktiwiteite volgens plan uit te voer; Inligtingsbestuur - Die insameling en ontleding van data, ten einde daarvoor af te sluit; Interpersoonlike Verhoudings - Die vermoë om produktiewe verhoudings met mense binne en buite die munisipaliteit te vestig en te handhaaf; 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; 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 - Toon veerkragtigheid, selfs in moeilike omstandighede. Bereid om moeilike besluite te neem en het die selfvertroue om dit deur te sien; 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; Leeroriëntasie - Die gewilligheid en motivering om te leer, kennis te bekom, insig te ontwikkel en op voortdurende selfverbetering te fokus; Verantwoordbaarheid en etiese gedrag - Vermoë om die hoogste standaarde van etiese en morele gedrag te toon en te bou ten einde vertroue en vertroue in die staatsdiens te bevorder en om kodes van goeie korporatiewe bestuur na te kom; 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 gesindheid by ander te inspireer en in staat te wees om ander effektief te beïnvloed.

Standplaas:

Montagu

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 Mev TL Brunings, Bestuurder: Stadsbeplanning, 023 614 8003

DIREKTORAAT GEMEENSKAP DIENSTE

Superintendent: Gemeenskap Fasiliteite (Verw nr 42/2024)

Kwalifikasies/Ervaring:

Graad 12 of relevante na-Graad 12 kwalifikasie; 2-5 jaar toepaslike ondervinding op Superintendent of soortgelyke vlak; Rekenaargeletterd: MS Office; Kode B bestuurlisensie

Sleutelprestasie gebiede:

Operasionele bestuur van sale en die tuine by die biblioteke; Toesighouding en bestuur van personeel, voertuie en munisipale eiendom onder die persoon se beheer; Konsulteer met Bestuurder Gemeenskap Fasiliteite aangaande die personeel, publiek,

Byvoegdhede:

onderhoud en die begroting van sale; Algemene bestuur moet toegepas word; Administratiewe funksies hanteer; Verseker die korrekte uitvoering van die Raad se Beleid oor Fasiliteite en Tariewe; Verseker veiligheidsmaatreëls word by fasiliteite toegepas; Verantwoordelik vir die toepas van dissiplinêre proses van werknemers; Beheer uitoefen oor voertuie binne die afdeling Core

Kernprofessioneel - Bestuur van werk - Bestuur eie tyd en beskikbare hulpbronne en gereedskap effektief om te verseker dat werk doeltreffend en betyds voltooi word - Beplanning en organisering - Die vermoë om aktiwiteite binne spesifieke tydraamwerke te beplan en om hierdie aktiwiteite volgens plan uit te voer - Fasiliteitspesifieke vaardighede - Toon 'n bevredigende vlak van tegniese vaardigheid, kennis, ervaring en opvoeding relevant tot bepaalde gemeenskapsfasiliteit - Werkplekveiligheid - Die vermoë om toestande wat werknemerveiligheid beïnvloed te identifiseer en reg te stel - Interpersoonlike Verhoudings - Die vermoë om produktiewe verhoudings met mense binne en in stand te hou. 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 - Dienslewingsoriëntering - 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 - Aksie-oriëntering - Die vertoon van hoë werksetiek in die stel en bereik van uitdagende doelwitte, die nakoming 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 ondanks 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 - Leeroriëntasie - Die gewilligheid en motivering om te leer, kennis te bekom, insig te ontwikkel en op voortdurende selfverbetering te fokus - Probleemoplossing - Die vermoë om inligting in te samel, te analiseer kwessies en kompleksiteit en dubbelsinnigheid hanteer. Toon langtermyn denke, volg op 'n logiese wyse deur, bewus van gevolge en implikasies. Is in staat om die 'Bigger Picture' te sien. - Verantwoordbaarheid en eties - Gedrag - Vermoë om die hoogste standarde van etiese en morele gedrag te toon en te bou ten einde vertroue en vertroue in die staatsdiens te bevorder en om te voldoen aan kodes van goeie korporatiewe bestuur - Rigtingstelling - Die vermoë om 'n duidelike sin van gemeenskaplike doel en visie vir ander en die vermoë om ander te motiveer en te inspireer om vrywillig van hul beste te lewer in die rigting van 'n gemeenskaplike visie of doelwit - Impak en Invloed - 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 - Spanorientering - Die vermoë om 'n samewerkende klimaat te bevorder, groepdinamika te verstaan en toepaslike fasiliteringstegnieke toe te pas in samewerking met ander om 'n gedeelde doelwit te bereik.

Standplaas:

Robertson

Status:

Permanente aanstelling

Vergoeding:

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

DIREKTORAAT EKONOMIE, SOSIAAL & GEÏNTEGREERDE ONTWIKKELING
DIENSTE

Snr Klerk: Toerisme (Verw nr 44/2024)

Kwalifikasies/ Ervaring:	Graad 12; 2-5 jaar toepaslike ondervinding; Kode B bestuurlisensie; Rekenaargeletterd: MS Office
Sleutelprestasie gebiede:	Lewering van toerisme funksie in die Langeberg area; Versameling en prosessering van toerisme statistieke; Bywoning van Plaaslike, Distrik en Provinsiale Toerisme vergaderings; Bemaking van Langeberg area as 'n gekose toeriste bestemming deur die reël van media opvoedkundige toere en toer operateur informasie sessies; Ontwerp, druk en verspreiding van bemarkingsmateriaal; Bywoning van Indabas, Expos en Feeste om die Langeberg area te bemark; Reël van opleidingsprogramme vir persone wat werksaam is in die toerisme sektor en uitvoering van skool toerisme bewusmakings programme; Produk ontwikkeling in vooraf benadeelde areas; Doen van algemene administrasie
Bevoegdheede:	Kernprofessioneel - Geskrewe Kommunikasie - Die vermoë om skriftelik te kommunikeer soos toepaslik aan 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 en voldoening aan die relevante munisipale standarde te verseker; 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 botsings van belange te identifiseer en te hanteer; Organisasie bewustheid - Die vermoë om die Munisipaliteit se doelwitte te verstaan, en die impak van besluite op die gemeenskap en die funksionering van die departement; Probleemoplossing - Die vermoë om potensiële probleemareas te identifiseer, om die probleem in samestellende dele op te breek, potensiële oplossings te genereer, 'n opsie te kies en dit te implementeer; Beplanning en Organiserings - Die vermoë om aktiwiteite binne spesifieke tydraamwerke te beplan en dan hierdie aktiwiteite volgens plan uit te voer; Funksioneel - Besigheidsprosesse - Vermoë om by stelsels of komponentprosesse betrokke te raak en deurlopende verbeterings aan te bring; Gebruik van tegnologie - Die vermoë om tegnologie in die werkplek te gebruik om 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; 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; Diensleweringsooriëntering - 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; Kliënteoriëntasie En Kliëntfokus - Verstaan die diensbehoefes van 'n kliënt/kliënt (intern of ekstern) en fokus aktief daarop om sy behoeftes te antisipeer, te ontmoet en te oortref op 'n tydig en toepaslike wyse; Persoonlik - Aksie-oriëntasie

- Die vertoon van hoë werksetiek in die stel en bereik van uitdagende doelwitte, die nakoming 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 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 ontleed en kompleksiteit en dubbelsinnigheid te hanteer. Toon langtermyndenke, 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 op voortdurende selfverbetering te fokus; Bestuur / Leierskap - Impak en invloed - Die vermoë om 'n positiewe houding by ander te inspireer en ander effektief te kan beïnvloed; Spanoriëntasie - 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 toewyding 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.

Standplaas:

Robertson

Status:

Permanente aanstelling

Vergoeding:

R 157 032 – R 203 868 (T6) per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Navrae met betrekking tot pos:

Skakel Mev I Cook, Bestuurder: Plaaslike Ekonomiese Ontwikkeling & Landelike Ontwikkeling, by 023 626 8201

DIREKTORAAT KORPORATIEWE DIENSTE

Oproepsentrum Operateurs (Verw nr 43/2024)

Kwalifikasies/ Ervaring:

Graad 12; 2-5 jaar toepaslike ondervinding; Rekenaargeletterd: MS Office; Telefoonetiket; Goeie kommunikasievermoë; Goeie Organisasievermoë; Uitsonderlike oordeelsvermoë onder druk.

Sleutelprestasie gebiede:

Navrae en klagtes van die publiek hanteer; Oorhandiging, opvolg en kontrolering van klagtes en navrae; Akkurate rekordhouding van telefoonoproepe; Kontak buite instansies en koördinerings van noodrespons (bv. Brandweerdienste, ambulansdienste, verkeersdienste)

Byvoeghede:

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 - Organisasoriese bewusheid - 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 potensieële probleemareas te identifiseer, die probleem in samestellende dele op te breek, potensieële 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 met stelsels of komponentprosesse om te gaan en deurlopende verbeterings aan te bring - Gebruik van tegnologie - Die vermoë om te benut tegnologie in die werkplek om funksionering van die Munisipaliteit te optimaliseer - Dataverwerking & Analise - Vermoë om data te verwerk en verbeterings teweeg te bring in die manier waarop dit verwerk word - Interpersoonlike Verhoudings - Die vermoë om produktiewe verhoudings met mense binne en buite te vestig en te handhaaf van 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 skriftelike kommunikasie van ander te reageer - 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 - Kliëntooriëntasie En Kliëntfokus - Verstaan die diensbehoefes van 'n kliënt/kliënt (intern of ekstern) en fokus aktief daarop om sy behoeftes te antisipeer, te ontmoet en te oortref op 'n tydige en toepaslike wyse - Aksie-orientasie - Die vertoon van hoë werksetiek in die stel en bereiking van uitdagende doelwitte, die nakoming 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 - Veranderingsgereedheid - 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 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 '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 in staat te wees om ander effektief te beïnvloed - Span-oriëntasie - Die vermoë om 'n samewerkende klimaat te bevorder, groepdinamika te verstaan en toepaslike fasiliteringstegnieke toe te pas om saam met ander 'n gedeelde doel te bereik - 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 verbintenis tot die doelwitte - Afrigting en Mentorskap - Die vermoë om vaardighede, prestasie en potensiaal van ondergeskiktes te assesseer en om hul ontwikkeling aan te moedig met die oog op die optimalisering van hul talent.

Standplaas:

Status:

Vergoeding:

Ashton (4 poste)

Permanente aanstelling

R 189 936 – R 246 468 (T7) 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

DIREKTORAAT FINANSIËLE DIENSTE

Snr Klerk: Salarisse (Verw nr 45/2024)

Kwalifikasies/ Ervaring:	Graad 12; 1-2 jaar toepaslike ondervinding; Kode B bestuurlisensie; Rekenaargeletterd: MS Office
Sleutelprestasie gebiede:	Hantering van die salaris administrasie van die Raad; Verwerking van alle salarisse en toelaes; Prosessering van salarisse; Betaling van aftrekkings aan derde partye; Pons van salaris informasie vanaf tydstate na bondels op die salarisstelsel; Hantering van interne en eksterne partye se navrae ten opsigte van salarisse; Assisteer met die balansering van die salaris kontrole rekening; Liasering van dokumentasie
Bevoegdhede:	Kernprofessioneel - Geskrewe Kommunikasie - Die vermoë om skriftelik te kommunikeer soos toepaslik aan 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 en voldoening aan die relevante munisipale standaarde te verseker; 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 botsings van belange te identifiseer en te hanteer; Organisasiebewustheid - Die vermoë om die Munisipaliteit se doelwitte te verstaan, en die impak van besluite op die gemeenskap en die funksionering van die departement; Probleemoplossing - Die vermoë om potensiële probleemareas te identifiseer, om die probleem in samestellende dele op te breek, potensiële oplossings te genereer, 'n opsie te kies en dit te implementeer; Beplanning en Organiserings - Die vermoë om aktiwiteite binne spesifieke tydraamwerke te beplan en dan hierdie aktiwiteite volgens plan uit te voer; Funksioneel - Besigheidsprosesse - Vermoë om by stelsels of komponentprosesse betrokke te raak en deurlopende verbeterings aan te bring; Gebruik van tegnologie - Die vermoë om tegnologie in die werkplek te gebruik om 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; 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; Kliënteoriëntasie En Kliëntfokus - Verstaan die diensbehoefte van 'n kliënt/kliënt (intern of ekstern) en fokus aktief daarop om sy behoeftes te antisipeer, te ontmoet en te oortref op 'n tydige en toepaslike wyse; Persoonlik - Aksie-oriëntasie - Die vertoon van hoë werksetiek in die stel en bereik van uitdagende doelwitte, die nakoming 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; 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; 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 'Groter prentjie' te sien; Leeroriëntasie - Die gewilligheid en motivering om te leer, kennis te bekom, insig te ontwikkel en op voortdurende selfverbetering te fokus; Bestuur / Leierskap - Impak en invloed - Die vermoë om 'n positiewe houding by ander te inspireer en ander effektief te kan beïnvloed; Spanoriëntasie - 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 toewyding 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.

Standplaas: Ashton
Status: Permanente aanstelling
Vergoeding: R 157 032 – R 203 868 (T6) per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid
Navrae met betrekking tot pos: **Skakel Mnr CJ Franken, Bestuurder: Uitgawe Dienste by 023 615 8041**

Kontroleur: Eiendomsbelasting & Dienste (Heradvertering) (Verw nr 46/2024)

Kwalifikasies/ Ervaring: B Com of Nasionale Diploma in Finansiële Rekeningkunde as hoofvak; 3 – 4 jaar toepaslike ondervinding; Rekenaargeletterd: MS Office; Kode B bestuurlisensie

Sleutelprestasie gebiede: Koördinerende van vloei van werk onder faktuur- en meterlesingspersoneel. Beheer van die bereiking van daaglikse roetine werke deur faktuurpersoneel. Die instandhouding van debiteurekening deur die skepping van alle nuwe meesterlêer veranderings met besonderhede van diens- en personeelcodes te beheer. Hersiening en beheer van heffing van toepaslike diverse heffings in ooreenstemming met aanvaarde tariefstrukture. Ontwikkeling van verslae vir die proses om toepaslike aksie te neem en die administrasie van meterlesingsfunksies as geheel. Samestelling van faktuurwerkdokumente vir ouditdoeleindes. Koördinerende van vloei van werk met betrekking tot eiendomsbelasting en die implementering van die Beleid. Hou toesig oor en lei die rekening- en meterleser. Hersien en verwerk alle joernale wat deur personeel in die onderafdeling voorberei is.

Byvoegdhede: 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 wetgewing, politieke en administratiewe mandate - Finansiële Bestuur - Dryf optimalisering van finansiële bestuur van die munisipaliteit aan deur gebruik te maak van standaard bedryfsprosedures - Kosteberekening - Vermoë om koste te produseer gebaseer op beste-praktyke, politieke imperatiewe en prosesse te standaardiseer - Finansiële Verslagdoening - Vermoë om oorhoofse doelwitte te identifiseer van finansiële verslagdoening, spesifieke inligtingsbehoefte van belanghebbendes en die

algemene inligtingsbehoefes van ander - 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) aan die spesifieke gehoor - Organisasiebewustheid - Die vermoë om die sleuteldrywers in die sektor en 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 potensiële oplossings te genereer, om 'n opsie te kies en dit te implementeer - Beplanning en Organiserings - Die vermoë om aktiwiteite binne spesifieke tydraamwerke te beplan en dan hierdie aktiwiteite volgens om te beplan - 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 toepaslik te reageer op mondelinge en skriftelike kommunikasie van ander - Dienslewingsoriëntering - 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-oriëntering - Die vertoon van hoë werksetiek in die stel en bereik van uitdagende doelwitte, die nakoming van spertye en die nakoming van beloftes. Dit manifesteer 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 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 'groter prentjie' 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 en fokus te ontwikkel oor deurlopende selfverbetering - Impak en Invloed - Die vermoë om 'n positiewe gesindheid by ander te inspireer en ander effektief te kan 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 - Rigtingstelling - Die vermoë om 'n duidelike sin 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 en om hul ontwikkeling aan te moedig met die oog op die optimalisering van hul talent.

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 Mev JCR Ladouce, Bestuurder: Inkomste Dienste, by 023 615 8042

Bestuurder: Inkomste Dienste (Verw nr 47/2024)

Kwalifikasies/ Ervaring:	B Com Graad (NQF7) met Finansiële Rekeningkunde as hoofvak; 8 jaar toepaslike ondervinding asook 2 jaar op toesighoudende vlak; Kode B bestuurlisensie; Rekenaargeletterd: MS Office
Sleutelprestasie gebiede:	Bestuur van prosesse mbt identifikasie van behoeftiges, insameling van agterstallige rekeninge, prokureur oorhandigings oor insamelings; Verslagdoening mbt uitstaande rekeninge, ouderdom analise van debiteure rekeninge en uitstaande rekeninge van Raadslede en personeel; Bestuur van waardasie prosesse in belasting afdeling en die goedkeuring van kortings; Bestuur prosesse in inkomste seksie mbt maandelikse debietheffings van dienste rekeninge, allokering van bank deposito's, en diverse deposito's; Bestuur van personeel onder u beheer; Toespasing van dissipline in terme van die dissiplinêre kode.
Bevoegdheede:	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 gebruik te maak van standaard bedryfsprosedures; Kosteberekening – Vermoë om koste te produseer gebaseer op beste praktyk, politieke imperatiewe en prosesse te standaardiseer; Finansiële Verslagdoening - Vermoë om algehele doelwitte van finansiële verslagdoening, spesifieke inligtingsbehoefes van belanghebbendes en die algemene inligtingsbehoefes van ander te identifiseer; Finansiële Prosesbestuur – Vermoë om 'n effektiewe, ekonomiese en doeltreffende finansiële funksie deur finansiële prosesse te ondersteun; Professioneel – 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; Organisasoriese bewusheid – Die vermoë om die sleuteldrywers in die sektor en 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 samestellende dele op te breek, om potensiële oplossings te genereer, om 'n opsie 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; 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 manier aan te bied en gepas te reageer op mondelinge en geskrewe kommunikasie van ander; Dienslewingsoriëntering – 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; Persoonlik – Aksie- en uitkoms-oriëntasie – Die vertoon van hoë werksetiek in die stel en bereik van uitdagende doelwitte, die nakom 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; Veerkrachtigheid – 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 'Groter prentjie' te sien; Gereedheid vir verandering – 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; Bestuur / Leierskap – Impak en Invloed – Die vermoë om 'n positiewe gesindheid by ander te inspireer en ander effektief te kan 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 op die verkryging van inkoop en verbintenis tot die doelwitte; Afrigting en mentorskap – Die vermoë om vaardighede, prestasie en potensiaal van ondergeskiktes te assesseeer en om hul ontwikkeling aan te moedig met die oog op die optimalisering van hul talent

Standplaas:

Ashton

Status:

Permanente aanstelling

Vergoeding:

R 621 360 – R 806 556 (T16) per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid. Deelname aan die Raad se perk vervoerskema.

Navrae met betrekking tot pos:

Skakel Mnr M Shude, Direkteur: Finansiële Dienste (HFB) by 023 615 8031

Klerk: Begroting (Verw nr 48/2024)

Kwalifikasies/ Ervaring:

Graad 12; Rekenaargeletterdheid: MS Office; 0-2 jaar ondervinding
Prosesering van jaarlikse en aansuiweringsbegrotinginsette op stelsel; Voorbereiding van jaarlikse en aansuiweringsbegroting dokumentasie vir voorsiening aan Ouditeur-Generaal, Nasionale en Provinsiale Tesourie, Assisteer met maandelikse rekonsiliasie van operasionele begroting; Analiseer lynitems van operasionele begroting; Prosesseer oorplasinge van operasionele begroting op stelsel. Begrotingslynitems te ontleed en aandag te gee aan begrotingsnavrae; Openbare deelname-aanstellings by te woon; Help gebruikersafdeling met begrotingsverwante navrae; Handhaaf stemstelsel.

Byvoegdhede:

Kernprofessioneel - Geskrewe Kommunikasie - Die vermoë om skriftelik te kommunikeer soos toepaslik vir spesifieke gehoor - Mondelinge Kommunikasie - Die vermoë om 'n boodskap op 'n verstaanbare en oortuigende wyse te verwoord - Aandag vir Detail - Vermoë om eie werk en dié van ander te ondersoek om verseker akkuraatheid 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 te identifiseer en etiese kwessies en belangebotsings te hanteer - Organisasionele bewusheid - Die vermoë om die Munisipaliteit se doelwitte te verstaan, en die impak van besluite op die gemeenskap en die funksionering van die departement - Probleemoplossing - Die vermoë om potensiele probleemareas te identifiseer, om die

probleem in samestellende dele op te breek, genereer potensiële oplossings, kies 'n opsie en implementeer dit - Beplanning en Organiserings - 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 verbetering te maak - 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 produktiewe verhoudings te vestig en te handhaaf 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 te reageer op mondelinge en geskrewe kommunikasie van ander - Dienslewingsoriëntering - Die vermoë om nuwe maniere te verken en te implementeer om dienste te lewer wat bydra tot die verbetering van munisipale prosesse in om munisipale doelwitte te bereik - Kliënteoriëntasie en klantefokus - Verstaan die diensbehoefte van 'n kliënt/kliënt (intern of ekstern) en fokus aktief daarop om die behoeftes betyds en gepaste te antisipeer, te ontmoet en te oortref - Aksie-oriëntering - Die vertoon van hoë werksetiek om uitdagende doelwitte te stel en te bereik, spertye na te kom en beloftes na te kom. 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 - 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 - 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 die 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 deurlopende selfverbetering - Impak en Invloed - Die vermoë om 'n positiewe houding by ander te inspireer en in staat te wees om ander effektief te beïnvloed - Spanoriëntasie - Die vermoë om 'n samewerkende klimaat te bevorder, groepdinamika te verstaan en toepaslike fasiliteringstegnieke toe te pas in samewerking met ander om 'n gedeelde doel te bereik - 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 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

Standplaas:

Ashton

Status:

Permanente aanstelling

Vergoeding:

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

Navrae met betrekking tot pos:

Skakel Me L Nokama, Bestuurder: Begrotingskantoor by 023 615 8032

KANTOOR VAN MUNISIPALE BESTUURDER

Interne Ouditeur (Verw nr 49/2024)

Kwalifikasies/ Ervaring:	Relevante 3 jaar kwalifikasie verkieslik in Oudit of Interne Oudit as hoofvak en geregistreer by erkende Professie; 2-5 jaar toepaslike ondervinding; Kode B bestuurlisensie; Rekenaargeletterd: MS Office
Sleutelprestasie gebiede:	Beplanning van interne audit take om alle risiko areas en sleutelkontroles te identifiseer; Uitvoer van interne audit take; Rapportering van uitslae van audit uitgevoer en om bestuur in te lig mbt die audit aktiwiteite; Ineenstemming te verkry rakende aanbevelings; Beheer van audit aktiwiteite om te verseker dat dit ekonomies en effektief plaasvind; Opvolg van die implementering van die interne audit aanbevelings om risikos te minimaliseer; Leiding neem en monitor Assistent Interne Ouditeur tydens die uitvoering van interne audit aktiwiteite en adhoc ondersoeke; Assisteer met die uitvoer van spesiale ondersoeke soos deur die Munisipale Bestuurder goedgekeur; Bywoon van vergaderings soos versoek; Assisteer die Snr Interne Ouditeur mbt die ko-ordinering van die interne audit aktiwiteit van die Raad se eksterne ouditeure; Assisteer die Snr Interne Ouditeur om te verseker dat hulpbronne ekonomies en effektief aangewend word
Bevoegdheede:	Kernprofessioneel – Geskrewe Kommunikasie – Die vermoë om komplekse inligting in verstaanbare dokumente vir spesifieke gehore te kommunikeer; Mondelinge Kommunikasie – Die vermoë om komplekse konsepte op 'n verstaanbare en oortuigende wyse te verwoord; Navorsing en Analise – Vermoë om 'n auditprobleem in samestellende dele te verdeel, sleutelkwessies te identifiseer, gesag in die vorm van statuut/beleid op te spoor en auditverslae saam te stel om 'n posisie te ondersteun; Voorspraak/Onderhandeling – Die vermoë om Interne Ouditbelangstelling te ontwikkel en aan te bied in toepaslike forums, die aanbidding en onderhandeling van die beste moontlike uitkomst; Etiek en Professionaliteit – Die vermoë om etiese kwessies en botsende belange te identifiseer en te hanteer; Organisasoriese bewustheid – Die vermoë om die munisipaliteit se doelwitte te verstaan, en die impak van besluite op die publiek en die funksionering van die verskillende direktorate; Funksioneel – Interne Ouditkunde – Vermoë om die doeltreffendheid van risikobestuur, bestuur en interne beheerprosesse te evalueer; Betrokkenheidsbestuur – Vermoë om die take van self en ander te beplan, te koördineer en te beheer om aanstellings te lewer volgens die vereiste spesifikasie en binne begroting en skedule; Inligtingsbestuur – Die insameling en ontleding van data en die bestuur daarvan deur gebruik te maak van verskeie tegnieke om die resultate van die auditproses die beste te verduidelik; Staatsdiensoriëntering – 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 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; Kliëntoriëntasie en kliëntefokus – Verstaan die diensbehoefte van 'n kliënt (intern of eksterne) en fokus aktief daarop

om die behoeftes te antisipeer, te ontmoet en te oorskry op 'n tydige en toepaslike wyse; Persoonlik – Aksie- en Uitkoms-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 doelwitte te volhard 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 ontleed en kompleksiteit en dubbelsinnigheid te hanteer. Toon langtermyndenke, 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 – 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; Strategiese vermoë / Leierskap of Rigtingstelling – Bepaal en verwoord die visie, bepaal die rigting vir die organisasie en/of eenheid en inspireer ander om die organisatoriese mandaat te lewer.

Standplaas:

Ashton

Status:

Permanente aanstelling

Vergoeding:

R 319 872 – R 415 236 (T11) per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid.

Navrae met betrekking tot pos: Skakel Mnr A Mati, Hoof Uitvoerende Oudit, by 023 615 8004

Sluitingsdatum: 16 Augustus 2024 om 12:00. Aansoeke (Aansoekvorm, CV, kwalifikasies, getuigskrif, ID en bestuurlisensie) 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 30 November 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: Electrician (Ref nr 39/2024)

Qualifications/ Experience:	Trade certificate; Code C1 driving licence; Computer literate: MS Office; 1-2 years relevant experience
Key Performance Areas:	Building and maintain 66000/11000/420 volt overhead electrical lines; Install and maintain street lights; Install, terminate and join 11000/420/230 volt electrical cables; Install 11000/415 volt distribution transformers miniature substations; Install 11000/110 volt metering transformers and metering equipment; Install service connections with conventional as well as prepaid electricity meters; Repair electrical installations of municipal buildings; Finding of 415/230 volt cable faults
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:

Robertson (2 posts)

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 GA Lotter, Manager: Electrical Engineering Services, at 023 626 8266

Driver Operator: Tractor with skip trailer (Re-advertisement) (Ref nr 40/2024)

Qualifications/ Experience:

Basic literacy; 1-2 years relevant experience; Code EB driving licence

Key Performance Areas:

Collection of waste by doing the following namely drives tractor, to transport product and materials; Inspects tractor and equipment before and after trips; Loads and unloads products and material; Completes internal procedural documentation (log sheets and vehicle checklist); Observes safety procedures and regulations during the operation of tractor

Competencies:

Functional / Professional - Vehicle Safety – Preparing the car/ truck/ bakkie and its occupants for the journey. Make sure the vehicle is safe and roadworthy. Complies with road signals, signage and road markings. Drivers: Grade 1, Grade 2, Grade 3/ Special Category and Chauffeur; Driving Behaviour - Guiding and controlling the car / truck / bakkie. Using the road in accordance with governing traffic laws. Interacting appropriately with other road-users; Learning Orientation - Continually reviewing and adjusting driving behaviour. Learn from experience; Quality Orientation - Ensures high quality output, accurately checks processes and tasks and shows attention to detail; Public Service Orientation - 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 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; Personal - Action Orientation - The ability to stay focused on a task, to be energetic, persistent and reliable; Resilience - The ability to persist with actions / work deliverables despite obstacles; Accountability and Ethical Conduct - Ability to display standards of

ethical and moral conduct to promote trust and to adhere to codes of good practice; 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 in working with others to achieve a shared goal

Place of work: Montagu
Status: Permanent appointment
Remuneration: R 133 716 – R 172 728 (T5) per annum as well as normal benefits as applicable to a Local Authority
Enquiries regarding post: **Contact Mr GM Slingers, Manager: Solid Waste Management, at 023 616 8008**

Building Inspector (Ref nr 41/2024)

Qualifications/ Experience: Relevant National Diploma (NQF6) qualification as stipulated in the national building regulations; 3 – 5 years relevant experience preferable at a Local Authority; Code B driving licence; Knowledge of SANS10400 and National Building Regulations and Building Standards Act, 103 of 1977, including evaluation of building plans and workable knowledge of the Western Cape Land Use Planning Act 2014; Computer literate: MS Office; Eligible to be registered as Peace Officer (Law Enforcement Officer)

Key Performance Areas: To control (including general Law Enforcement) all building activities within the Municipal area and to apply the National Building Regulations, Zoning Scheme Regulations and applicable municipal by-laws; To make recommendations regarding building plans in accordance with the National Building Regulations; Attend meetings; To assist with public enquiries relating to building control and building activities; Record keeping of all activities; Safekeeping of building plans; Control and monitoring of illegal building activities

Competencies: Functional - Building Development Control - Ability to pre-empt or respond to safety and security problems in the development of a building / buildings; Building Inspectorate Customer Centricity - Ability of focus on the customer and provide a high-quality service that is tailored to meet differing needs in the communities served; Legal Administration - 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; Ethics and Professionalism - The ability to identify and deal with ethical issues and conflicts of interest; 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 gathers information from a range of sources and analyses data to identify problems and issues in order to make effective decisions; Planning and Organising - The ability to plan activities within specific timeframes and then to execute these activities according to plan; Information Management - The gathering and analysis of data, in order to conclude thereon; Interpersonal Relationships - The ability to establish and maintain productive relationships with people within and outside of the municipality; 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; 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; 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 - Shows resilience, even in difficult circumstances. Prepared to make difficult decisions and has the confidence to see them through; 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; 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; 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; Impact and Influence - The ability to inspire a positive attitude in others and be able to influence others effectively.

Place of work:

Montagu

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 Mrs TL Brunings, Manager: Town Planning, at 023 614 8001

DIRECTORATE COMMUNITY SERVICES

Superintendent: Community Facilities (Ref nr 42/2024)

Qualifications/Experience:

Grade 12 or a relevant post matric qualification; 2 - 5 years relevant experience on Superintendent or of the same kind of level; Computer literacy: MS Office; Code B driving licence;

Key Performance Areas:

Operational management of halls and the gardens at the libraries; Supervision and management of personnel, vehicles and municipal property under the person's control; Consult with Manager Community Facilities regarding personnel, public, maintenance and the budget of halls; General management must be apply; Doing administrative functions; Ensure that you adhere to the Council policy on Facilities and Tarrifs; Ensure that safety measures are applied at facilities; Responsible for disciplinary process of employees; Control over vehicles within the section

Competencies:

Core Professional - Managing Work - Effectively manages own time and available resources and tools to ensure that work is completed efficiently and on time - Planning and organizing - The ability to plan activities within specific timeframes and to execute these activities according to plan - Facility specific skills - Shows a satisfactory level of technical skill, knowledge, experience and education relevant to particular community facility - Workplace safety - The ability to identify and correct conditions that affect employee safety -

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 - 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 and setbacks - 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 - Problem Solving - 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'. - 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 - Direction Setting - The ability to create a clear sense of common purpose and vision for others and the ability to motivate and inspire others to voluntarily give of their best in working towards a common vision or goal - Impact and Influence - 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 - 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.

Place of work: Robertson
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 Mrs LJH April, Manager: Community Facilities, at 023 626 8259**

DIRECTORATE ECONOMIC SOCIAL & INTEGRATED DEVELOPMENT SERVICES

Snr Clerk: Tourism (Ref nr 44/2024)

Qualifications/ Experience: Grade 12; 2-5 years relevant experience; Code B driving licence; Computer literacy: MS Office;
Key Performance Areas: Render the tourism function in the Langeberg area; Gathering and processing of tourism statistics; Attendance of Local, District and Provincial Tourism meetings; Marketing of the Langeberg area as a preferred tourist destination by arranging media educational tours and tour operator information sessions; Design, printing and distribution of marketing material; Attendance of Indabas, Expo's and Festivals to market the Langeberg area; Arrange training

Competencies:

programmes for persons employed in the tourism sector and execute schools tourism awareness programmes; Product development in the previously disadvantaged areas; Doing of general administration

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 objectives, 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; Functional - 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; 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 focusses on anticipating, meeting and exceeding he needs in a timely and appropriate manner; Personal - 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; Management / Leadership - 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: Permanent appointment
Remuneration: R 157 032 – R 203 868 (T6) per annum as well as normal benefits as applicable to a Local Authority

Enquiries regarding post: Contact Mrs I Cook, Manager: LED & Rural Development, at 023 626 8201

DIRECTORATE CORPORATE SERVICES

Call Centre Operators (Ref nr 43/2024)

Qualifications/ Experience: Grade 12; 2-5 years relevant experience; Computer literacy: MS Office; Telephone etiquette; Good communication skills; Good organizational skills; Considerable judgement under pressure

Key Performance Areas: Handling enquiries and complaints from the public; Handing over, follow up and controlling of complaints and enquiries; Accurate record keeping of telephone calls; Contact outside agencies and coordination of emergency response (i.e. fire services, ambulance services and traffic services). Operating telephone, operating the call centre, Sending out of SMS and perform general duties.

Competencies: 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:

Ashton (4 posts)

Status:

Permanent appointment

Remuneration:

R 189 936 – R 246 468 (T7) 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**

DIRECTORATE FINANCIAL SERVICES

Snr Clerk: Salaries (Ref nr 45/2024)

Qualifications/ Experience:

Grade 12; 1-2 years relevant experience; Code B driving licence; Computer literacy: MS Office

Key Performance Areas:

Handling the salary administration of the Council; Processing of all salaries and allowances; Processing the deductions from salaries; Payments of deductions and levies to third parties; Punch of salary information from time sheets to batches in salary system; Handle queries of internal and external parties in connection with salaries; Assist with the balancing of the salary control account; Filing of documentation.

Competencies:

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 objectives, 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; Functional - 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; 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 focusses on anticipating, meeting and exceeding he needs in a timely and appropriate manner; Personal - 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; Management / Leadership - 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 157 032 – R 203 868 (T6) per annum as well as normal benefits as applicable to a Local Authority

Enquiries regarding post:

Contact Mr CJ Franken, Manager: Expenditure Services at 023 615 8041

Controller: Property Rates & Services (Re-advertisement) (Ref nr 46/2024)

Qualifications/ Experience:

B Com or National Diploma in Financial Accounting as major; 3 - 4 years relevant experience; Computer literacy: MS Office; Code B driving licence

Key performance areas:

Coordinating flow of work amongst billing and meter reading staff; Controlling the achievement of daily routine work targets by billing staff; Maintaining debtor accounts through controlling the creation of

all new master file changes detailing service and staff codes. Reviewing and controlling levy of appropriate sundry charges in line with adopted Tariff structures; Generating, developing reports for the process of taking appropriate action and administering meter reading functions as a whole; Compilation of billing working documents for Audit purposes; Coordinating flow of work regards to Property Rates and the implementation of the Policy; Supervise and guidance the billing and meter reader. Reviewing and process all journals prepared by staff in the sub-section.

Competencies:

Functional – Accounting – Establishes appropriate accounting systems for the organization and ensures that the rules of GRAP and other good accounting practices are observed – Procurement – Manages the procurement process according to prevailing legislation, norms and standards – Budget Establishes and manages credible budgets within legislation, political and administrative mandates - Financial Management - Drive optimization of financial management of the municipality using standard operating procedures - Costing - Ability to produce costs based on best practices, political imperatives and standardize processes - Financial Reporting - Ability to achieve overall objectives to identify financial reporting, specific information needs of stakeholders and the general information needs of others - Financial Process Management - Ability to support an effective, economical and efficient financial function through financial processes - Oral Communication - The ability to articulate complex concepts in an understandable, persuasive way - Written Communication - Communicating complex information in a way that is understandable (language and format) to the specific audience - Organizational awareness - The ability to identify the key drivers in the sector and the municipality and to apply this understanding to achieve the service delivery objectives and challenges - Problem Solving - The ability to identify potential problems, to break the problems into components, to generate potential solutions, to choose an option and implement it - Planning and Organizing - The ability to plan activities within specific time frames and then plan these activities according to - Interpersonal Relationships - The ability to establish and maintain productive relationships with people inside and outside the municipality - Communication - The ability to listen attentively, understand issues, present information in a clear manner and respond appropriately to verbal and written communication from others - Service delivery orientation - The ability to explore and implement new ways to deliver services that contribute to the improvement of municipal processes in order to achieve municipal goals - Action and outcome orientation - The display of high work ethics in the setting and achieving challenging goals, meeting deadlines and keeping promises. It manifests in one's ability to remain focused on task, to be energetic, persistent and reliable - Resilience - The ability to respond constructively to pressure / stress situations and the ability to persevere with goals despite obstacles and setbacks - Cognitive ability - The ability to gather information, analyze 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' - Willingness to change - 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, knowledge to acquire, 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 ability to promote a collaborative climate, understand group dynamics and apply appropriate facilitation techniques in working with others to achieve a shared goal - Direction - 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 identify skills, performance, and potential of subordinates and to encourage development with a view to optimizing their talent.

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 Mrs JCR Ladouce, Manager: Income Services, at 023 615 8042**

Manager: Income Services (Ref nr 47/2024)

Qualifications/ Experience: BCom Degree (NQF7) with Financial Accounting as main subject; 8 years relevant experience with 2 years on supervisory level; Code B driving licence; Computer literate: MS Office

Key Performance Areas: Control activities rates and income divisions of the finance department. Manage processes regarding identification of indigents, collection of arrears accounts, attorney hand over collections and reports regarding outstanding accounts, age analysis of debtor's accounts and outstanding accounts of Councillors and personnel; Manage valuation processes in rates division and authorize rebates; Manage processes in income section regarding monthly debit raising of services accounts, allocating of bank deposits and sundry deposits; Manage personnel under your control; Application of discipline in terms of the Disciplinary Code.

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; Professional – 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; Management / Leadership – 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 621 360 – R 806 556 (T16) per annum as well as normal benefits as applicable to a Local Authority. Participation in Council’s perk vehicle scheme.

Enquiries regarding post: Contact Mr M Shude, Director: Financial Services (CFO) at 023 615 8031

Clerk: Budget (Ref nr 48/2024)

Qualifications/ Experience: Grade 12; Computer literacy: MS Office; 0-2 years experience
Key Performance Areas: Capturing of annual and adjusted budget inputs on system; Prepare annual and adjusted budget documentation for Auditor-General, National and Provincial Treasury; Assist with monthly reconciliation of the operating budget; Analyse operating budget line items; Capture operating budget virements on the system, Analyse budget line items and attending to budget enquiries; Attend public participation engagements; Assist user department with budget related queries; Maintain vote system

Competencies: Core Professional - Written Communication - The ability to communicate in writing as appropriate to specific audience - 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 objectives, 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 improvement- 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, presents 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 the needs in 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 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 logic 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 views of optimising their talent

Place of work:

Ashton

Status:

Permanent appointment

Remuneration:

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

Enquiries regarding post:

Contact Me L Nokama, Manager: Budget Office at 023 615 8032

OFFICE OF THE MUNICIPAL MANAGER

Internal Auditor (Ref nr 49/2024)

Qualifications/ Experience:	Relevant 3 year qualification with preference in auditing or internal audit as a major and registered with a recognised profession; 2-5 years relevant experience Code B driving licence; Computer literacy: MS Office
Key Performance Areas:	Planning of internal audit assignments to identify all risk areas and key controls to ensure audits are correctly focused; Execution of internal audit assignments; Report on the results of the audit performed and inform Management with regards to audit activities and obtain agreement on findings and recommendations thereof for value-adding service to our client; Control audit activities to ensure audits are performed in an economical, effective and efficient manner; Follow up on implementation of Internal Audit recommendations to ensure timely implementation of recommended controls to mitigate existing risks preventing and / or minimising e.g. financial losses and/or reputation damage; Perform consulting Services for improvement of control environment, effectiveness and efficiency of operations; Lead, supervise and monitor the Assistant Internal Auditor during execution of Internal Audit Assignments; and ad hoc special investigations; Assist in conducting special investigations as approved by the Municipal Manager; When requested, attend meetings; Assist the Snr Internal Auditor in co-ordinating the internal audit activity with the Council's external auditors; Assist the Snr Internal Auditor to ensure that resources are acquired economically, used efficiently and adequately protected
Competencies:	Core Professional – Written Communication – The ability to communicate complex information in understandable documents for specific audiences; Oral Communication – The ability to articulate complex concepts in an understandable convincing manner; Research and Analysis – Ability to break an audit problem into component parts, identify key issues, locate authority in the form of statute / policy and compile audit reports to support a position; Advocacy / Negotiation – The ability to develop and present Internal Audit interest in appropriate forums, presenting and negotiating the best possible outcomes; 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 objectives, and the impact of decisions on the public and the functioning of the various directorates; Functional – Internal Auditing – Ability to evaluate the effectiveness of risk management, governance and internal control processes; Engagement Management – Ability to plan, co-ordinate and control the tasks of self and others to deliver on engagements to the required specification and within budget and schedule; Information Management – The gathering and analysis of data and the management thereof utilising various techniques to best explain the results of the audit process; Public Service Orientation – 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; 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; 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; 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; 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 – 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; Strategic Capability / Leadership or Direction Setting – Determines and articulates the vision, sets the direction for the organisation and / or unit and inspires others to deliver on the organisational mandate.

Place of work:

Ashton

Status:

Permanent appointment

Remuneration:

R 319 872 – R 415 236 (T11) per annum as well as normal benefits as applicable to a Local Authority.

Enquiries regarding post:

Contact Mr A Mati, Chief Audit Executive, at 023 615 8004

Closing date: 16 August 2024 at 12:00. Applications (Application form, CV, qualifications, testimonial, ID and driving 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 30 November 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