

Die Munisipaliteit 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 pos:

DIREKTORAAT: KORPORATIEWE DIENSTE

Arbeidsverhoudinge Beampte

Kwalifikasies/Ervaring:	Toepaslike tersiêre kwalifikasie in Arbeidsverhoudinge/ Arbeidsreg; Toepaslike ondervinding in die lei van dissiplinêre verhoor, initiasie en/of verteenwoordiging in Arbeidsverhoudinge aangeleenthede; Deeglike kennis van arbeidswetgewing en die beginsels van die Bewysreg; Kennis van die Wet op Beroepsveiligheid en Gesondheid; Rekenaargeletterd; Kode EB Bestuurslisensie.
Sleutelprestasië gebiede:	Hantering van dissiplinêre ondersoeke en skryf van verslae in hierdie verband; Optree as aanklaer tydens dissiplinêre verhoor; Hantering van dissiplinêre appelle; Verskaf advies en ondersteuning aan lynbestuurders en toesighouers mbt hantering van dissiplinêre aangeleenthede; Rekordhouding van dissiplinêre statistieke en die ontleding van dissiplinêre tendense; Moniteer die fasilitering van griewe ooreenkomstig die voorgeskrewe griewe prosedure; Verteenwoordig die munisipaliteit in versoeningsvergaderings ten opsigte van dispute en skakel met SALGA Wes Kaap om arbitrasie verrigtinge te fasiliteer; Lewer 'n administratiewe en sekretariaats diens aan die Plaaslike Arbeidsforum en sy sub-komitees; Ontwikkeling en implementering van Arbeidsverhoudinge beleid, prosedures en praktyke in ooreenstemming met relevante wetgewing; Skakeling met eksterne liggame, insluitend SALGA en SALGBC, aangaande arbeidsverhoudinge aangeleenthede; Verskaf arbeidsverhoudinge advies aan lynbestuurders en toesighouers; Verskaf of reël opleiding vir lynbestuurders en toesighouers ten opsigte van Arbeidsverhoudinge beleid en prosedures; Bestuur en implimenteer relevante kollektiewe ooreenkomste; Hantering van aangeleenthede wat met Beroepsveiligheid- en Gesondheid verband hou.
Status:	Permanent
Vergoeding:	R 146 976 – R 179 220 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

DIREKTORAAT: GEMEENSKAPSDIENSTE

Superintendent: Gemeenskaps Fasiliteite

Kwalifikasies/Ervaring:	St 10/ Graad 12; Rekenaargeletterd; Kode EB Bestuurslisensie.
Sleutelprestasië gebiede:	Operasionele bestuur van swembaddens, die sale, sport fasiliteite en die tuine by die biblioteke; Toesighouding en bestuur van personeel, voertuie en munisipale eiendom onder die persoon se beheer;

Konsulteer met Bestuurder Gemeenskaps Fasiliteite aangaande die personeel, publiek, onderhoud en die begroting van sport fasiliteite, sale, biblioteke en swembaddens, Algemene bestuur moet toegepas word; Administratiewe funksies hanteer; Verseker dat korrekte gelde daaglik ontvang word en binne 48 uur inbetaal word; Verseker veiligheidsmaatreëls word by fasiliteite toegepas; Verantwoordelik vir die toepas van dissiplinêre prosedures van werknemers.

Status:

Permanent

Vergoeding

R 183 720 – R 197 856 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Sluitingsdatum: 22 Maart 2011. Aansoeke/CV's met dekbriewe 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.

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 Junie 2011 nog geen terugvoer gekry het nie, moet aanvaar dat hulle aansoeke nie geslaag het nie. CV's sal nie terugbesorg word nie. Die Munisipaliteit behou die reg voor om geen aanstelling te maak nie. Alle suksesvolle kandidate se aanstellings is onderhewig aan die verifikasie van kwalifikasies en kriminele rekords.

SA MOKWENI
Munisipale Bestuurder
Munisipale Kantore
Privaatsak X2
ASHTON 6715



The Municipality 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 position:

DIRECTORATE: CORPORATE SERVICES

Labour Relations Officer

Qualifications/ Experience:	Appropriate qualification in Labour Relations/ Labour Law; Appropriate experience in prosecution, initiation and/or representation in Labour Relations matters; Thorough knowledge of labour legislation and the principles of Law of Evidence; Knowledge of Occupational Health and Safety Act; Computer literate; Code EB Drivers licence.
Key Performance Areas:	Conduct disciplinary investigations and writing reports in this regard; Act as prosecutor during disciplinary hearings; Handling of disciplinary appeals; Render advice and support to line managers and supervisors on disciplinary matters; Keeping relevant disciplinary statistics and analyzing disciplinary trends; Monitor the resolution of grievances in accordance with the prescribed grievance procedure; Represent the municipality at conciliation board meetings in respect of disputes and liaise with SALGA Western Cape to facilitate arbitration proceedings; Render administrative and secretariat services to the Local Labour Forum and its sub-committees; Developing and implementing Labour Relations policies, procedures and practices in line with relevant legislation; Liaising with external bodies, including SALGA and SALGBC, regarding Labour Relations matters; Providing Labour Relations advice to line managers, supervisors; Providing or arranging for training of line managers and supervisors in respect of Labour Relations policies and procedures; Managing and implementing relevant collective agreements; Handling of matters pertaining to Occupational Health and Safety.
Status:	Permanent
Remuneration:	R 146 976 – R 179 220 per annum as well as normal benefits as applicable to a Local Authority

DIRECTORATE: COMMUNITY SERVICES

Superintendent: Community Facilities

Qualifications/Experience:	Std10/ Grade 12; Computer Literate; Code EB Drivers licence.
Key Performance Areas:	Operational management of swimming pools, the halls, sport facilities, 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 sport facilities, halls, libraries and swimming pools; General management must be apply; Doing administrative functions; Ensure that the correct money has been received on a daily basis and that it is paid in within 48 hours; Ensure that safety measures are applied at facilities; Responsible for disciplinary process of employees.

Status:

Permanent

Remuneration:

R 183 720 – R 197 856 per annum as well as normal benefits as applicable to a Local Authority

Closing date: 22 March 2011. Applications / CV's with covering letters 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.

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 June 2011 must accept that their applications were unsuccessful. CV's will not be returned. The Municipality have the right not to make an appointment. All successful candidates' appointments are subject to verification of qualifications and criminal records.

SA MOKWENI
Municipal Manager
Municipal Offices
Private Bag X2
ASHTON 6715