

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 KORPORATIEWE DIENSTE

Administratiewe Assistent

Kwalifikasies/ Ervaring:	Graad 12; Kode EB bestuurderslisensie; Rekenaarvaardig; Ten minste drie jaar toepaslike ondervinding in administratiewe werk; Sterk administratiewe-, organisasie-, analitiese- en probleemoplossingsvaardighede; Uitstekende geskrewe en verbale kommunikasie sowel as interpersoonlike vaardighede; Inisiatief en innovasie; Vermoë om onder druk te funksioneer en streng spertye te handhaaf
Sleutelprestasië gebied:	Verskaf van administratiewe en sekretariële funksies vir Bestuurder Administratiewe Ondersteuning; Byhou van waglyste van woonstelle; Doen van inspeksies van munisipale geboue insluitend die Thusong Sentrum; Byhou van voorraad vir skoonmaak en koffie en tee dienste Laai van rekwisities op stelsel en hantering van bestellings, Administratiewe funksies rondom amptelike selfone en relevante elektroniese toestelle, Administratiewe funksies rondom poelvoertuie, Administratiewe funksies rondom die telefoonstelsel
Vergoeding:	R 112 548 – R 146 064 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid
Navrae met betrekking tot pos:	Skakel Mev S Kotze, Bestuurder Administratiewe Ondersteuning, by 023 615 8019

Sluitingsdatum: 13 Februarie 2015. Aansoek/CV (afskrif van ID en Bestuurderslisensie waar van toepassing) met dekbriëf 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 31 Mei 2015 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 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 CORPORATE SERVICES

Administrative Assistant

Qualifications/ Experience:	Grade 12; Code EB driver's license; Computer literate; At least three years experience in administrative work; Strong administrative organizational, analytical and problem solving skills; Excellent written and verbal communication as well as interpersonal skills; Initiative and innovation; Ability to function under pressure and adhere to time frames
Key Performance Areas:	Doing administrative and secretarial functions for the Manager: Administrative Support; Keeping of waiting lists for municipal flats; Doing inspections on municipal building including the Thusong Centre; Keeping of stock for cleaning and beverages; Upload of requisitions on system and handling of orders; Administrative functions regarding official cell phones and relevant electronic systems; Administrative functions regarding pool vehicles; Administrative functions regarding the telephone system
Remuneration:	R 112 548 – R 146 064 per annum and normal benefits as applicable to a Local Authority
Enquiries regarding post:	Contact Mrs S Kotze, Manager Administrative Support, at 023 615 8019

Closing date: 13 February 2015. Application / CV (Copy of ID and driver's license where applicable) with covering letter 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 31 May 2015 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