



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:

Klerk (Kredietbeheer)

Kwalifikasies/ Ervaring:	Graad 12; 1 jaar toepaslike ervaring; Rekenaargeletterd
Sleutelprestasie gebiede:	Toepassing van kredietbeheerbeleid; Uitreiking van aanmanings; Reël vir betaling van uitstaande rekeninge; Toepassing van armlastige beleid; Hanteer navrae en klagtes; Doen terugskrywings
Vergoeding:	R 78 852– R 102 360 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Navrae met betrekking tot pos: Skakel Me LZ Sotshede, Bestuurder Inkomste Dienste by 023 615 8042

Sluitingsdatum: 17 Junie 2015. Aansoeke (CV / aansoekvorm, kwalifikasies, getuigskrift(e), ID en Bestuurderslisensie waar van toepassing) met dekbrieff 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: Gunsverwing 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 Augustus 2015 nog geen terugvoer gekry 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 aansoekvorm is op die webwerf (www.langeberg.gov.za) en by alle munisipale kantore beskikbaar. 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:

Clerk (Credit Control)

Qualifications/ Experience:	Grade 12; 1 year appropriate experience; Computer literacy
Key Performance Areas:	Apply Credit Control Policy; Issuing of reminders; Arranging for payments on outstanding accounts; Applying indigent subsidy policy; Handling enquiries and complaints; Doing of reversals
Remuneration:	R 78 852 – R 102 360 per annum and normal benefits as applicable to a Local Authority

Enquiries regarding post: **Contact Me LZ Sotshede, Manager Revenue Services at 023 615 8042**

Closing date: 17 June 2015. Applications (CV / application form, qualifications, testimonial(s), 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 August 2015 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 application form is on the website (www.langeberg.gov.za) and at all municipal offices available. 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