

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

Klerk (Administrasie)

Kwalifikasies/ Ervaring:	Graad 12 met 1 jaar toepaslike ondervinding; Rekenaargeletterd; E-Pos vaardigheid; Vertroud met MS Office pakket; Goeie verslagskryf vaardighede; Geldige Kode EB bestuurderslisensie
Sleutelprestasie gebiede:	Opstel en verspreiding van Raads Agendas en Notules; Administratiewe en skakeling funksies
Vergoeding:	R 84 372 – R 109 536 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: 24 Februarie 2016. Aansoeke (CV / aansoekvorm, kwalifikasies, getuigskrift(e), ID en Bestuurderslisensie waar van toepassing) met dekbrief 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 April 2016 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:

DIRECTORATE CORPORATE SERVICES

Clerk (Administration)

Qualifications/ Experience:	Grade 12 with 1 year appropriate experience; Computer Literacy; E-mail literate; Competent with MS Office package; Good report writing skills; Valid Code EB driver's license
Key Performance Areas:	Compiling and distributing of Council Agendas and Minutes; Administrative and liaison functions
Remuneration:	R 84 372 – R 109 536 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: 24 February 2016. 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 30 April 2016 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