

Die Langeberg Munisipaliteit (Wes Kaap Provinsie) bedien die dorpe Ashton, Robertson, Montagu, Bonnievale en McGregor in die skilderagtige Breëriwallei/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

Oproepsentrum Operateurs (Kontrak aanstelling)

Kwalifikasies/ Ervaring:	Graad 12; Telefoonetiket; Goeie kommunikasievermoë; Goeie Organisasievermoë; Rekenaargeletterd; Uitsonderlike oordeelsvermoë onder druk.
Sleutelprestasie gebiede:	Navrae en klagtes van die publiek hanteer; Oorhandiging, opvolg en kontrolering van klagtes en navrae; Akkurate rekordhouding van telefoonoproep; Kontak buite instansies en koördinerings van noodrespons (bv. Brandweerdienste, ambulansdienste, verkeersdienste)
Vergoeding:	R 7 453.00 per maand
Navrae met betrekking tot pos:	Skakel Mnr JCJ Coetzee, Bestuurder Regerings Ondersteuning by 023 615 8056

Sluitingsdatum: 21 November 2016. Aansoeke (Aansoekvorm, CV, kwalifikasies, getuigskrift(e), ID en Bestuurderslisensie) 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: 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 Januarie 2017 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

Call Centre Operators (Contract appointment)

Qualifications/ Experience:	Grade 12; Telephone etiquette; Good communication skills; Good organizational skills; Computer literacy; 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)
Remuneration:	R 7 453.00 per month
Enquiries regarding post:	Contact Mr JCJ Coetzee, Manager Governance Support at 023 615 8056

Closing date: 21 November 2016. Applications (Application form, CV, qualifications, testimonial(s), ID and driver's license) 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 January 2017 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