



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

Hoofklerk (Eiendomsadministrasie)

Kwalifikasies/ Ervaring: St 10/ Graad 12; 2 jaar toepaslike ervaring (landmeting / aktes / munisipale stelsels); Rekenaargeletterd (GIS / aktes / Word / Excel / PROMUN); Bestuurslisensie Kode EB

Sleutelprestasie gebiede: Skryf en implimentering van Raadsverslae; Hanteer navrae en algemene korrespondensie; Uitvoer van ondersoeke en insameling van informasie; Hou huur- en eiendomregisters op datum; Doen van alle administratiewe take; Inspeksies doen van raadseiendom; Opstel van tenders

Vergoeding: R 92 136 – R 119 592 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Sluitingsdatum: 13 April 2012. Aansoeke/CV's (afskrif van ID) 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 31 Mei 2012 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
Municipal Manager
Municipal Offices
Private Bag 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

Principal Clerk (Property Administration)

Qualifications/ Experience: Std 10/ Grade 12; 2 years appropriate experience in land surveying, deeds, municipal systems; Computer literacy in GIS, deeds, Word, Excel, PROMUN; Code EB Drivers license

Key Performance Areas: Writes and implements reports for council resolutions; Manages enquiries and general correspondence; Executes investigations and collects

information; Keeps lease and property register up to date; Doing of all administrative tasks; Doing of inspections on Council property; Compiling of tenders

Remuneration: R 92 136 – R 119 592 per annum and normal benefits as applicable to a Local Authority

Closing date: 13 April 2012. Applications / CV's (Copy of ID) 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 31 May 2012 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.

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