

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: GEMEENSKAPSDIENSTE

Snr Klerk (E-Natis)

- Kwalifikasies/ Ervaring: St 10/ Graad 12; Kode EB bestuurslisensie; Geregistreerd as Graad L Toetsbeampte; Rekenaargeletterd; Minimum van twee jaar ervaring as E-Natis klerk sal as aanbeveling dien
- Sleutelprestasie gebiede: Doeltreffende toesig van e-natis klerke; Nagaan van alle e-natis transaksies; Deurlopende oudits doen by dienspunte; Ongeruimdheid by dienspunte aan Snr Bestuur rapporteer; Ontvangs en dokumentering van skrywes van die publiek; Hantering van klagtes en navrae vanaf publiek; Verseker dat e-natis klerk binne die riglyne van Provinsie die e-natis transaksies uitvoer; Nagaan van gelde wat ontvang is en die bank daarvan; Kontrolering van uitreiking van spesiale en tydelike permitte; Registreer van e-natis klerke op die stelsel
- Vergoeding: R 76 200 – R 98 928 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: COMMUNITY SERVICES

Snr Clerk (E-Natis)

Qualifications/ Experience:	Std 10/ Grade 12; Code EB driver's license; Registered as Grade L Test Officer; Computer literate; Minimum of two years experience as E-Natis clerk will serve as recommendation
Key Performance Areas:	Proper supervision of e-natis clerks; Checking of all e-natis transactions; Regular audits conducted at service points; Report irregularities at service points to Snr Management; Receiving and document information from the public; Handling of enquiries and complaints from the public; Ensure that e-natis clerks remain within the guidelines of Province when e-natis transactions are executed; Check payments received and prepare for banking; Control the issuing of special and temporary permits; Register of e-natis clerks on the system
Remuneration:	R 76 200 – R 98 928 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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