



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: FINANCE

Supply Chain Practitioner

Qualifications/ Experience: Std 10/ Grade 12; 1 year appropriate experience; Computer literacy
Key Performance Areas: Responsible for the registering of suppliers on the database; Updating the database from time to time; Request quotations from the suppliers; Assist on opening of tenders to the public; Liaise with suppliers and responsible of administration function in the supply chain unit; Serve on specification and evaluations committee; Issuing of orders
Remuneration: R 176 448 – R 190 128 per annum and normal benefits as applicable to a Local Authority

Closing date: 18 June 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 July 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.

SA MOKWENI
Municipal Manager
Municipal Offices
Private Bag X2
ASHTON 6715

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: FINANSIES

Voorsieningskanaal Praktisyn

Kwalifikasies/ Ervaring: St 10/ Graad 12; 1 jaar toepaslike ervaring; Rekenaargeletterd

Sleutelprestasie gebiede: Registrering van verskaffers op die databasis; Opdatering van databasis; Aanvra van kwotasies van verskaffers; Assisteer met die oopmaak van tenders in die publiek; Skakeling met verskaffers en verantwoordelik vir die administratiewe funksies binne die eenheid; Dien op spesifikasie- en evalueringskomitees; Uitreik van bestellings

Vergoeding: R 176 448 – R 190 128 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Sluitingsdatum: 18 Junie 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: 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 Julie 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
Munisipale Bestuurder
Munisipale kantore
Privaatsak X2
ASHTON 6715