

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 poste:

DIREKTORAAT: INGENIEURSDIENSTE

Woordverwerkings Operateur – Stadsbeplanning

Kwalifikasies/ Ervaring:	Graad 12 plus tikvermoë gemeet teen tiktoets; Rekenaarvaardig, MS Word, MS Excell, MS Outlook en 1 jaar toepaslike ondervinding
Sleutelprestasie gebiede:	Ontvangs van bouplanne; Kontrolering van dokumentasie vir bouplan indiening; Berekening van fooie van bouplan aansoeke; Liasing van bouplanne en toepaslike dokumentasie; Dagboekhouding van inspeksie aanvrae; Hantering van navrae met betrekking tot bouplan aansoeke; Hanteer alle inkomende en uitgaande korrespondensie; Prosessering van bouplanstatistieke
Vergoeding:	R 73 836 – R 95 844 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Sluitingsdatum: 12 Februarie 2014. Aansoek/CV (afskrif van 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 2014 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

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 positions:

DIRECTORATE ENGINEERING SERVICES

Word Processing Operator – Town Planning

Qualifications/ Experience:	Grade 12 with typing knowledge measured by a typing test; Computer literate, MS Word, MS Excel, MS Outlook as well as 1 year appropriate experience
Key Performance Areas:	Receiving of building plans; Controlling of documentation for the submission of building plans; Calculation of fees for building plan applications; Filing of building plans and appropriate documentation; Keeping diary of inspection requests; Handling of enquiries with regard to building plan applications; Handling of all incoming and outgoing correspondence
Remuneration:	R 73 836 – R 95 844 per annum and normal benefits as applicable to a Local Authority

Closing date: 12 February 2014. Application / CV (Copy of 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 2014 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