

Die Langeberg Munisipaliteit (Wes Kaap Provinsie) 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 KORPORATIEWE DIENSTE**

### **Kantoor Hoof: Uitvoerende Burgemeester**

Kwalifikasies/ Ervaring:	Toepaslike Nasionale Diploma (NQF6); Kode B Bestuurslisensie; Rekenaargeletterd: MS Office; 2-5 jaar toepaslike ondervinding
Sleutelprestasie gebiede:	Mobilisering van belangegroep; Hantering van interne en eksterne kommunikasie in die Kantoor van die Uitvoerende Burgemeester; Opstel van toesprake vir die Uitvoerende Burgemeester; Verantwoordelik vir die beplanning; administrasie en koördinerende van strategiese ondersteuning vir die Uitvoerende Burgemeester om bystand te verleen vir sy konstitusionele, uitvoerende en politieke verantwoordelikhede; Leiding en bestuur van alle personeel in die Kantoor van die Uitvoerende Burgemeester om effektiwiteit te verseker; Hantering van hoë vlak en konfidensiële korrespondensie namens die Uitvoerende Burgemeester wat nie politieke advies vereis nie, maar 'n direkte reaksie van die Uitvoerende Burgemeester; Verantwoordelik om skakeling te fasiliteer tussen die Uitvoerende Burgemeester en administrasie; Fasiliteer en voorsien administratiewe en politieke ondersteuning vir die Uitvoerende Burgemeester met betrekking tot alle funksies in die Uitvoerende Burgemeester se kantoor.
Bevoegdheids:	Kernprofessionele – Geskrewe kommunikasie – Die vermoë om te kommunikeer; Skriftelik soos toepaslik vir spesifieke gehore; Mondelinge Kommunikasie – Die vermoë om 'n boodskap op 'n verstaanbare en oortuigende wyse te verwoord; Aandag aan detail – Vermoë om akkuraatheid en voldoening aan die relevante munisipale standaarde te verseker; Beïnvloeding – Die vermoë om met ander te kommunikeer en hulle te beïnvloed om die beste alternatief uit 'n reeks opsies aan te neem; Etiek en Professionaliteit – Die vermoë om etiese en botsings van belange te identifiseer en te hanteer; Organisasiebewustheid – Die vermoë om die Munisipaliteit se doelwitte te verstaan, en die impak van besluite op die gemeenskap en die funksionering van die departement; Probleemoplossing – Die vermoë om potensiële probleemareas te identifiseer, om die probleem in komponentdele op te breek, potensiële oplossings te genereer, 'n opsie te kies en dit te implementeer; Beplanning en organisering – Die vermoë om aktiwiteite binne spesifieke tydraamwerke te beplan en dan hierdie aktiwiteite volgens plan uit te voer. Funksioneel – Besigheidsprosesse – Vermoë om by stelsels of komponentprosesse betrokke te raak en deurlopende verbeterings aan te bring; Gebruik van Tegnologie – Die vermoë om tegnologie in die werkplek te gebruik om die funksionering van die Munisipaliteit te optimaliseer; Dataverwerking en -analise – Vermoë om data te verwerk en verbeterings na vore te bring in die manier waarop dit verwerk word. Staatsdiensoriëntering – Interpersoonlike Verhoudings – Die vermoë om produktiewe verhoudings met mense binne en buite die Munisipaliteit te vestig en te handhaaf; Kommunikasie – Die vermoë

om aandagtig te luister, kwessies te begryp, inligting op 'n duidelike wyse aan te bied en gepas te reageer op mondelinge en geskrewe kommunikasie van ander; Diensleweringsoriëntering – Die vermoë om nuwe maniere te verken en te implementeer om dienste te lewer wat bydra tot die verbetering van munisipale prosesse ten einde munisipale doelwitte te bereik; Kliënteoriëntasie en kliëntfokus – Verstaan die diensbehoefte van 'n kliënt/kliënt (intern of ekstern) en fokus aktief daarop om die behoeftes te antisipeer, te ontmoet en te oortref op 'n tydigte en toepaslike wyse; Persoonlik – Aksie-oriëntasie – Die vertoon van hoë werksetiek om uitdagende doelwitte te stel en te bereik, spertye na te kom en belofte na te kom. Dit manifesteer hom in 'n mens se vermoë om gefokus te bly op taak, om energiek, aanhoudend en betroubaar te wees; Veerkragtigheid – Die vermoë om konstruktief te reageer op druk/stres situasie en die vermoë om te volhard met doelwitte ten spyte van struikelblokke en terugslae; Verandergereedheid – Die vermoë om te innoveer en die status quo uit te daag en die vermoë om verandering te hanteer wat deur ander gedryf word; Kognitiewe vermoë – Die vermoë om inligting in te samel, kwessies te analiseer en kompleksiteit en dubbelsinnigheid te hanteer. Toon langtermyn denke, volg op 'n logiese wyse deur, bewus van gevolge en implikasies. Is in staat om die 'Groter prentjie' te sien; Leeroriëntasie – Die gewilligheid en motivering om te leer, kennis te bekom, insig te ontwikkel en op voortdurende selfverbetering te fokus. Bestuur / Leierskap – Impak en Invloed – Die vermoë om 'n positiewe gesindheid by ander te inspireer en ander effektief te kan beïnvloed; Spanorientering – Die vermoë om 'n samewerkende klimaat te bevorder, groepdinamika te verstaan en toepaslike fasiliteringstegnieke toe te pas in die werk met ander om 'n gedeelde doelwit te bereik; Rigtingsinstelling – Die vermoë om 'n duidelike gevoel van gemeenskaplike doel en visie vir ander te skep met die oog op die verkryging van inkoop en verbintenis tot die doelwitte; Afrigting en Mentorskap – Die vermoë om vaardighede, prestasie en potensiaal van ondergeskiktes te assesser en om hul ontwikkeling aan te moedig met die oog op die optimalisering van hul talent.

Standplaas: Robertson  
Status: Kontrakpos (Gekoppel aan die termyn van die Uitvoerende Burgemeester)  
Vergoeding: R 180 204 – R 233 844 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid  
Navrae met betrekking tot pos: **Skakel Mnr AG Brönn, Assistent Bestuurder: Regering Ondersteuning, by 023 615 2219**

## **DIREKTORAAT INGENIEURSDIENSTE**

### **Toesighouer: Onderhoud**

Kwalifikasies/ Ervaring: Graad 9 of gelykwaardige tegniese kwalifikasie; 1-2 jaar relevante ondervinding; Kode B bestuurslisensie  
Sleutelprestasie gebiede: Toesighouding en leiding neem van personeel; Onderhoud van alle water en riool retikulasies; Installering van goedgekeurde water en riool aansluitings; Aanlê van nuwe water en riool lyne; Assisteer die finansies departement met meterlesings; Doen administratiewe werk; Bystand diens te verrig; Oorsien van verwydering van modder, skoonmaak van leiwatertoer damme, sny van heinings, verwyder van vullis en onderhoudswerk; Bestuur van digger loader en laaigraaf  
Bevoegdhede: Verstaan potensiele impak van probleme in die werksomgewing; Handel met duidelike gedefinieerde probleme wat taakspesifiek is;

Demonstreer logiese probleemoplossing en voorsien rasionele voorgestelde oplossings; Bepaal oorsake van probleme en evalueer watter oplossings hierdie oorsake sal aanspreek; Kry toepaslike persone betrokke om komplekse taakverwante probleme op te los; Beplan take op 'n daaglikse basis volgens 'n vasgestelde skedule; Fokus op korttermyn take volgens projekbasis; Identifiseer hulpbron vereistes om spesifieke take te onderneem; Verstaan hoe besigheids eenheid funksioneer; Basiese verstaan van die munisipaliteit, die prioriteite en doelwitte; Bedag wees op beleide en prosedures en om binne hierdie raamwerke te opereer; Bedag op sake wat impakkeer op dienslewering; Verstaan die beginsels en die teorie mbt die professie; Vermoe om taak spesifieke probleme te identifiseer en ontleed alle faktore wat die oplossing beïnvloed; Vermoe om die voorgestelde oplossing te ontwikkel deur 'n proses van sintese met die toepassing van alle informasie verkry deur die ondersoek van die probleem; Vermoe om take uit te voer en te implementeer, verseker die effektiewe aanwending van persone, materiaal, masjiene, toerusting om eindresultaat binne die vasgestelde raamwerke te bereik; Wees ondersteunend en samewerkend in die uitvoering van take; Organiseer die span en ontwikkel 'n werksplan; Effektief allokkeer eie tyd om werk te voltooi; Ko-ordineer eie en ander skedules om konflik te vermy; Vermoe om hulpbronne optimaal te gebruik; Voordeel te verkry uit beskikbare hulpbronne om werk effektief te voltooi; Vermoe om take te prioritiseer; Identifiseer meer kritieke en minder kritieke aktiwiteite en take; Pas prioriteite aan soos van toepassing; Bly gefokus op take; Kyk na kwaliteit van werk teen vooropgestelde spesifikasies; Verseker dat vasgestelde prosedures vir voltooiing van take gevolg word; Inisieer aksie om kwaliteits probleme op te los; Voorsien kennis van verwante veiligheid of sekuriteit regulasies; Bedag wees op medewerkers se veiligheid in die werksplek; Verstaan die gebruik van toerusting; Demonstreer en/ of verduidelik veiligheidstoerusting en/ of prosedures; Afdwing van veiligheid en/ of sekuriteits prosedures; Dokumenteer en/ of monitor veiligheid of sekerheid aanslagte; Wees bedag op gevaarlike materiaal; Verstaan basiese operasionele vereistes en invoer daarvan in begrotingsproses; Vermoe vir daarstel, rapportering en oor die wegkom met ander; Kommunikeer effektief; Aanvaar bydraes van ander; Demonstreer effektiewe verbale en geskrewe kommunikasie; Kommunikeer effektief met kollegas en kliente; Toegewyd tot uitnemendheid; Hou verpligtinge en beloftes in die uitvoering van take en die nakoming van spertye; Toon entoetiesme om nuwe projekte aan te pak; Is 'n selfaansitter; Dryf om spertye te haal en motiveer ander om dieselfde te doen; Skep 'n aksie-georiënteerde kultuur wat die werkseenheid ondersteun in die bereiking van sy doelwitte; Aanvaar kritiek oor prestasie, terwyl werkstandaarde gehandhaaf word; Gaan voort om te probeer verbeter ten spyte van terugslae of ander beperkings; Gee homself in ooreenstemming met organisatoriese waardes; Neem verantwoordelikheid vir eie optrede; Erken eie foute en swakhede en soek hulp van ander waar nie in staat is om te lewer nie; Behandel alle werknemers met gelyke respek; Gee rigting aan spanne om doelwitte en spertye te bereik; Definieer rolle en verantwoordelikhede vir spanlede en kommunikeer verwagtinge duidelik; Maak positiewe impak en kom selfversekerd en professioneel voor; Afdwing van respek van eweknieë en ondergeskiktes; Besleg geskille so vinnig en effektief as moontlik; Deel kennis en inligting met eweknieë en ondergeskiktes; Kommunikeer take en verwagtinge en stel realistiese standaarde; Antisipeer foute en bied vryelik hulp aan sonder om aanmatigend te wees; Verstaan ondergeskiktes se beperkings; Moedig opleiding aan by die werk en die aanleer van nuwe

vaardighede; Toon inisiatief en selfvertroue in die hantering van ander;  
In staat om 'n span te bestuur wat effektief as 'n spanlid werk; Deel  
inligting en werk maklik met ander saam; Skep sterk moraal / spangees  
Standplaas: McGregor  
Status: Permanente aanstelling  
Vergoeding: R 180 204 – R 233 844 (T7) per jaar, asook die normale byvoordele  
soos van toepassing op 'n Plaaslike Owerheid  
**Navrae met betrekking tot pos: Skakel Mnr CGH Posthumus, Bestuurder: Siviele  
Ingenieursdienste, by 023 615 8000**

**Die volledige advertensie in Engels en Afrikaans is beskikbaar op die webwerf  
<http://www.langeberg.gov.za>**

**Sluitingsdatum:** 6 Desember 2022 om 12:00. Aansoeke (Aansoekvorm, CV, kwalifikasies, getuigskrift(e), ID en Bestuurslisensie) moet gestuur word na Ashton Kantoor by **Posadres:** Privaatsak X2, Ashton, 6715; **E-pos:** [tcarstens@langeberg.gov.za](mailto: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. Die aansoekvorm is op die munisipale webwerf ([www.langeberg.gov.za](http://www.langeberg.gov.za)) en by alle munisipale kantore beskikbaar.

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 2023 nog geen terugvoer ontvang 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 Munisipaliteit behou die reg voor om geen aanstelling te maak nie. Geen laat aansoeke sal aanvaar word nie. Alle suksesvolle kandidate se aanstellings is onderhewig aan die verifikasie van kwalifikasies en kriminele rekords. Indiensneming sal onderworpe wees aan die ondertekening van dienskontrakte en waar nodig, prestasie-ooreenkomste asook openbaarmaking van finansiële belange.

AWJ EVERSON  
Waarnemende 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**

### **Office Head: Executive Mayor**

Qualifications/ Experience:	Applicable National Diploma (NQF6); Code B driver's license; Computer literate: MS Office; 2-5 years applicable experience
Key Performance Areas:	Stakeholder Mobilisation; Handling of internal and external communication in the Office of the Executive Mayor; Draft Speeches for the Executive Mayor; Responsible for planning, administering and coordinating strategic support services to the Executive Mayor to assist in the fulfilment of his constitutional, executive and political responsibilities; Lead and manage all staff in the Office of the Executive Mayor to ensure efficiency and/or effectiveness in the Office of the Executive Mayor; Deal with high-level and confidential correspondence on behalf of the Executive Mayor that does not require political advice, but requires a direct response from the Executive Mayor; Be responsible to facilitate interface between Executive Mayor and administration; Facilitate and provide administrative and political support to the Executive Mayor with regard to all functions in the Executive Mayor's Office.
Competencies:	<i>Core Professional –Written Communication</i> –The ability to communicate in writing as appropriate to specific audiences; <i>Oral Communication</i> – The ability to articulate a message in an understandable and convincing manner; <i>Attention to detail</i> – Ability to ensure accuracy and compliance with the relevant municipal standards; <i>Influencing</i> – The ability to interact with others and influence them to adopt the best alternative from a range of options; <i>Ethics and Professionalism</i> – The ability to identify and deal with ethical and conflicts of interest; <i>Organisational Awareness</i> – The ability to understand the Municipality's objectives, and the impact of decisions on the community and the functioning of the department; <i>Problem Solving</i> – The ability to identify potential problem areas, to break the problem into component parts, generates potential solutions, select an option and implement it; <i>Planning and Organising</i> – The ability to plan activities within specific timeframes and then to execute these activities according to plan. <i>Functional – Business Processes</i> – Ability to engage with systems or component processes and make continuous improvements; <i>Use of Technology</i> – The ability to utilise technology in the workplace to optimize functioning of the Municipality; <i>Data Processing &amp; Analysis</i> – Ability to process data and bring out about improvements in the way in which it is processed. <i>Public Service Orientation – Interpersonal Relationships</i> – The ability to establish and maintain productive relationships with people within and outside of the Municipality; <i>Communication</i> – The capacity to listen attentively, grasp issues, present information in a clear manner and

respond appropriately to verbal and written communication of others; *Service Delivery Orientation* – The ability to explore and implement new ways of delivering services that contribute to the improvement of municipal processes in order to achieve municipal goals; *Client Orientation and Customer Focus* – Understands the service needs of a client/customer (internal or external) and actively focuses on anticipating, meeting and exceeding the needs in a timely and appropriate manner. *Personal – Action Orientation* – The display of high work ethic in setting and achieving challenging goals, meeting deadlines and keeping promises. It manifests itself in one's ability to stay focused on task, to be energetic, persistent and reliable; *Resilience* – The ability to respond constructively to pressure/stress situation and the ability to persist with goals despite obstacles and setbacks; *Change Readiness* – The ability to innovate and challenge the status quo and the ability to cope with change driven by others; *Cognitive ability* – The ability to gather information, analyse issues and deal with complexity and ambiguity. Shows long-term thinking, follows through in a logical manner, aware of consequences and implications. Is able to see the 'Bigger Picture'; *Learning Orientation* – The willingness and motivation to learn, acquire knowledge, develop insight and focus on continuous self-improvement. *Management / Leadership – Impact and Influence* – The ability to inspire a positive attitude in others and be able to influence others effectively; *Team Orientation* – The capacity to promote a cooperative climate, understand group dynamics and apply appropriate facilitation techniques in working with others to achieve a shared goal; *Direction Setting* – The ability to create a clear sense of common purpose and vision for others with a view to obtaining buy-in and commitment to the goals; *Coaching and Mentoring* – The ability to assess skills, performance, and potential of subordinates and to encourage their development with the view of optimising their talent.

Location:

Robertson

Status:

Contract post (Coupled to the term of the Executive Mayor)

Remuneration:

R 180 204 – R 233 844 (T7) per annum and normal benefits as applicable to a Local Authority

Enquiries regarding post:

**Contact Mr AG Brönn, Assistant Manager: Governance Support  
023 615 2219**

## **DIRECTORATE ENGINEERING SERVICES**

### **Supervisor: Maintenance**

Qualifications/ Experience:

Grade 9 or equivalent technical qualification; 1-2 years relevant experience; Code B driving licence

Key Performance Areas:

Supervising and leads personnel; Maintenance of all water & sewerage reticulations; Install approved new water and sewer connections; Install water & sewer lines; Assist finance department with meter readings; Do administrative work; Do standby duties; Oversee removal of muck, cleaning of irrigation water storage dams, cutting of hedges, refuse removals and maintenance works. Operate digger loader and front-end loader

Competencies:

Understands potential impact of problems to own working environment; Deals with clearly defined problems that are task specific; Demonstrates logical problem solving approach and provides rationale proposed solutions; Determines root causes of problems and evaluates whether solutions address root causes; Involves the appropriate people, to resolve complex task related problems; Plan tasks on a daily basis according to a set schedule; Focuses on the short to medium tasks on a

project basis; Identifies resource requirements for undertaking specific tasks; Understands how the business unit functions; Has basic understanding of the municipality, its priorities and goals; Aware of policies and procedures and works in strict accordance within those parameters; Aware of issues impacting service delivery; Understands the principles and theory underpinning the specific profession; Has the ability to identify task specific problems and analyze all factors that influence the solution; Able to fully develop the preferred solution to the problem through a process of synthesis, with the application of all information acquired during the problem investigation; Able to execute or implement tasks or projects, ensuring the efficient utilization of people, materials, machines, equipment to achieve the end result within the set parameters; Appears supportive of initiatives and co-operates willingly in execution of tasks and duties; Organises the team and develops a work plan; Effectively allocates own time to complete work; Co-ordinates own and others' schedules to avoid conflicts; Able to use resources optimally; Take advantage of available resources to complete work efficiently; Able to prioritise tasks; Identifies more critical and less critical activities and tasks, adjust priorities when appropriate; Remains focused on task at hand; Check quality of work against pre-determined specifications; Ensures that established procedures for completing work tasks are followed; Initiates action to correct quality problems or notifies others of quality issues as appropriate; Displays knowledge of all related safety or security regulations; Is aware of co-workers safety in the workplace; Understands how to use and operate equipment; Demonstrates and / or explains safety equipment and / or procedures; Enforces safety and / or security procedures; Documents and / or monitor safety or security violations; Is aware of the working with dangerous materials; Understand basic operational requirements and is able to feed this into the budgeting process; Able to establish rapport and gets on with others; Communicates effectively; Acknowledge contributions of others; Demonstrate effective oral and written communication; Communicates effectively with colleagues and clients; Committed to excellence; Keeps commitments and promises in undertaking tasks and meeting deadlines; Shows enthusiasm to take on new projects; Is a self starter; Drive to meet deadlines and motivates others to do the same; Creates an action oriented culture that supports the work unit in achieving its goals; Accepts criticism about performance in stride, while maintaining work standards; Continues to attempt to improve despite setbacks or other constraints; Conducts self in accordance with organizational values; Takes responsibility for own actions; Admits own mistakes and weaknesses and seeks help from others where unable to deliver; Treat all employees with equal respect; Gives direction to teams in meeting objectives and deadlines; Defines roles and responsibilities for team members and clearly communicates expectations; Makes positive impact and comes across as confident and professional; Commands respect from peers and subordinates; Settles disputes as quickly and as effectively as possible; Shares knowledge and information with peers and subordinates; Communicates tasks and expectations and sets realistic standards; Anticipates mistakes and freely offers assistance without being overbearing; Understands subordinates limitations; Encourages on-the-job training and the acquisition of new skills; Shows initiative and confidence in dealing with others; Able to manage in a team working effectively as a team member; Shares information and collaborates easily with others; Creates strong morale / team spirit

Place of work:  
Status:

McGregor  
Permanent appointment

Remuneration: R 180 204 – R 233 844 (T7) per annum and normal benefits as applicable to a Local Authority

**Enquiries regarding post:** **Contact Mr CGH Posthumus, Manager: Civil Engineering Services, at 023 615 8000**

**The complete advertisement in English and Afrikaans is available on the website <http://www.langeberg.gov.za>**

**Closing date:** 6 December 2022 at 12:00. Applications (Application form, CV, qualifications, testimonial(s), ID and driver's licence) 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. The application form can be obtained from the municipal website ([www.langeberg.gov.za](http://www.langeberg.gov.za)) and is at all administrative municipal offices available.

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 2023 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 Municipality have the right not to make an appointment. No late applications will be accepted. All successful candidates' appointments are subject to verification of qualifications and criminal records. Appointment will be subjected to the signing of a service contract and where applicable performance contract as well as disclosure of financial interest.

AWJ EVERSON  
Acting Municipal Manager  
Municipal Offices  
Private Bag X2  
ASHTON 6715