

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 FINANSIËLE DIENSTE

Snr Rekenmeester (Finansiële State & Rapportering)

Kwalifikasies/ Ervaring:	Nasionale Diploma in Finansies of gelykwaardig; 5 jaar toepaslike ervaring; Rekenaargeletterd; Kode B Bestuurderslisensie; Munisipale Regulasies se Minimum Bevoegdheids vlakke
Sleutelprestasie gebiede:	Bestuur en toesighouding van personeel; Verantwoordelik vir rigtinggewing mbt administratiewe en rapporterings take; Verseker dat navrae van Ouditeur Generaal word effektief aangespreek; Bestuur en beheer bates volgens spesifieke rekenkundige prosedures; Rigting gewend mbt die implementering van prosedures, stelsels en kontroles mbt die samestelling van finansiële state; Bestuur die uitvoering van volgorde wat geassosieer word met die kontrole van beleggings; Assisteer, oorsig en hersiening van rekonsiliasies rakende maandelikse finansiële verslae, maandelikse en jaarlikse finansiële state; Assisteer met samestelling van maandelikse en jaarlikse finansiële state
Vergoeding:	R 310 608 – R 403 176 per jaar asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid
Navrae met betrekking tot pos:	Skakel Mnr B Brown, Direkteur: Finansiële Dienste (HFB) by 023 615 8031

Snr Rekenmeester (Inkomste)

Kwalifikasies/ Ervaring:	Nasionale Diploma in Finansies of gelykwaardig; 5 jaar toepaslike ervaring; Rekenaargeletterd; Kode B Bestuurderslisensie; Munisipale Regulasies se Minimum Bevoegdheids vlakke
Sleutelprestasie gebiede:	Bestuur en toesighouding van personeel; Verantwoordelik vir rigtinggewing mbt administratiewe en rapporterings take; Verseker dat navrae van Interne Ouditeur en Ouditeur Generaal word effektief aangespreek; Samestelling van gedetailleerde debiteure rekonsiliasie; Administreer en implementering van prosedures, stelsels en kontroles in Inkomste afdeling; Opdatering van oorplasinge; Hersien en goedkeuring van joernale; Opstel van werksdokumente en joernale vir die voorbereiding van finansiële state en begroting
Vergoeding:	R 310 608 – R 403 176 per jaar asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid
Navrae met betrekking tot pos:	Skakel Mnr ZS Qhanqisa, Bestuurder: Inkomste Dienste, by 023 615 8042

Kassier

Kwalifikasies/ Ervaring:	Graad 12; Rekenaargeletterd; 1 jaar ondervinding
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Sleutelprestasie gebiede: Ontvangs van gelde en uitreik van kwitansies; Balansering van gelde ontvang; Hanteer navrae; Uitreik van voorafbetaalde elektrisiteit koepon; Voltooiing van aan- en afsluitingsvorms.

Vergoeding: R 109 968 – R 142 068 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Navrae met betrekking tot pos: **Skakel Mnr ZS Qhanqisa, Bestuurder: Inkomste Dienste, by 023 615 8042**

DIREKTORAAT INGENIEURSDIENSTE

CAD / GIS Operateur

Kwalifikasies/ Ervaring: Graad 12 plus Nasionale Diploma in GIS of toepaslike studierigting; 3 jaar toepaslike ondervinding; Kode B bestuurderslisensie

Sleutelprestasie gebiede: Saamstel en instandhouding van basisplanne; Verskaf 'n CAD diens onder andere aan die Elektriese en Siviele Ingenieurs departemente; Saamstel van straatkaarte vir Langeberg regsgebied; Verkryging en prosessering van inligting vanuit basisplanne; Skep van digitale liggingsplanne; Instandhouding van die GIS stelsel.

Vergoeding: R 146 676 – R 190 344 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Navrae met betrekking tot pos: **Skakel Mnr JV Brand, Bestuurder: Stadsbeplanning, by 023 614 8003**

Bouinspekteur

Kwalifikasies/ Ervaring: Graad 12 plus 'n 3 jaar toepaslike kwalifikasie; 3 jaar toepaslike ondervinding verkieslik by 'n Plaaslike Owerheid; Kode B bestuurderslisensie; Deeglike kennis van die Nasionale Bouregulasies en werkbare begrip van die Wes-Kaapse Wet op Grondgebruikbeplanning 2014, Rekenaargeletterd

Sleutelprestasie gebiede: Alle bouaktiwiteite binne die Munisipale area te kontroleer en die toepassing van die Nasionale Bouregulasies, Soneringskema Regulasies en toepaslike munisipale verordeninge; Aanbevelings ten opsigte van bouplan aansoeke te maak in term van die Nasionale Bouregulasies; Bywoon van vergaderings; Publiek by te staan ten opsigte van bouaktiwiteit navrae; Rekordhouding van aktiwiteite; Veilige bewaring van bouplanne; Beheer en monitering van onwettige bouwerk

Vergoeding: R 222 876 – R 289 272 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Navrae met betrekking tot pos: **Skakel Mnr JV Brand, Bestuurder: Stadsbeplanning, by 023 614 8003**

DIREKTORAAT GEMEENSKAP DIENSTE

Superintendent (Gemeenskap Fasiliteite) (Heradvertering)

Kwalifikasies/Ervaring: Graad 12 en 3 jaar tersiêre kwalifikasie in Fasiliteite Bestuur; Rekenaargeletterd; Kode EB bestuurderslisensie; 5 jaar toepaslike ondervinding op Superintendent of soortgelyke vlak.

Sleutelprestasie gebiede: Operasionele bestuur van sale en die tuine by die biblioteke; Toesighouding en bestuur van personeel, voertuie en munisipale eiendom onder die persoon se beheer; Konsulteer met Bestuurder Gemeenskap Fasiliteite aangaande die personeel, publiek, onderhoud

en die begroting van sale; Algemene bestuur moet toegepas word; Administratiewe funksies hanteer; Verseker die korrekte uitvoering van die Raad se Beleid oor Fasiliteite en Tariewe; Verseker veiligheidsmaatreëls word by fasiliteite toegepas; Verantwoordelik vir die toepas van dissiplinêre prosesse van werknemers; Beheer uitoefen oor voertuie binne die afdeling

Vergoeding: R 222 876 – R 289 272 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Navrae met betrekking tot pos: **Skakel Mev LJH April, Bestuurder: Gemeenskap Fasiliteite, by 023 626 8259**

Superintendent (Sport Fasiliteite) (Heradvertering)

Kwalifikasies/ Ervaring: Graad 12 en 'n 3 jaar tersiêre kwalifikasie in Sport Fasiliteite Bestuur; Kode EB bestuurderslisensie; 5 jaar toepaslike ondervinding op Superintendent of soortgelyke vlak

Sleutelprestasie gebiede: Direk verantwoordelik vir beplanning en bestuur van sportvelde en swembaddens; Bestuur van voertuigvloot; Bestuur en motivering van personeel en dissiplinêre optredes; Hantering van klagtes van publiek ten opsigte van areas van verantwoordelikheid; Verrig administratiewe funksies soos byhou van statistiek, personeelrekords asook die skryf van verslae; Verantwoordelik vir die netheid en sindelikheid van die sport fasiliteite en swembaddens

Vergoeding: R 222 876 – R 289 272 per jaar, asook die normale byvoordele soos evan toepassing op 'n Plaaslike Owerheid

Navrae met betrekking tot pos: **Skakel Mev LJH April, Bestuurder: Gemeenskap Fasiliteite, by 023 626 8259**

Sport Fasiliteite Beampte

Kwalifikasies/ Ervaring: Graad 12 en 3 jaar tersiêre kwalifikasie in Sport Fasiliteite Bestuur; 3 jaar toepaslike ondervinding in Fasiliteite Bestuur; Kode B bestuurderslisensie; Rekenaargeletterd

Sleutelprestasie gebiede: Skakel met sport kodes en klubs vir die optimale gebruik van sport fasiliteite; Verantwoordelik vir die bedryf en instandhouding van sportfasiliteite; Uitvoering van administratiewe take wat verband hou met sport fasiliteite; Bepaal langtermyn behoeftes en prioritering van behoeftes in lyn met goedgekeurde begroting; Verseker toepassing en voldoening aan sportbeleid

Vergoeding: R 156 216 – R 202 716 per jaar asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Navrae met betrekking tot pos: **Skakel Mev LJH April, Bestuurder: Gemeenskap Fasiliteite, by 023 626 8259**

Sluitingsdatum: 1 Oktober 2019 om 12:00. Aansoeke (Aansoekvorm, CV, kwalifikasies, getuigskrift(e), ID en Bestuurderslisensie) 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 31 Desember 2019 nog geen terugvoer gekry 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 aansoekvorm is op die webwerf

(www.langeberg.gov.za) en by alle munisipale kantore beskikbaar. 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.

SA MOKWENI
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 FINANCIAL SERVICES

Snr Accountant (AFS & Reporting)

Qualifications/ Experience:	National Diploma in Finance or equivalent; 5 years appropriate experience; Computer literate; Code B driver's license; Municipal Regulations on Minimum Competency levels
Key Performance Areas:	Manage and supervise personnel; Responsible to give direction regarding administration and reportings; Ensure that enquiries from the Auditor General are properly addressed; Manage and control assets according to specific accounting procedures; Directs the implementation of specific procedures, systems and controls associated with compilation of financial statements; Manages the execution of specific sequences associated with controlling of investments; Assist, oversight and review of reconciliations in relation to monthly financial reports, monthly and yearly AFS. Assist with compilation of monthly and annual AFS
Remuneration:	R 310 608 – R 403 176 per annum as well as normal benefits as applicable to a Local Authority.
Enquiries regarding post:	Contact Mr B Brown, Director Financial Services (CFO) at 023 615 8031

Snr Accountant (Income)

Qualifications/ Experience:	National Diploma in Finance or equivalent; 5 years appropriate experience; Computer literate; Code B driver's license; Municipal Regulations on Minimum Competency levels
Key Performance Areas:	Manage and supervise personnel; Responsible to give direction regarding administration and reporting; Ensure that enquiries from the Internal Auditor and Auditor General are properly addressed; Compile detailed debtor's reconciliation; Administer and implement procedures, systems and controls in Income Section; Administer revenue enhancement unit; Updating of virements; Review and authorizing journals; Compile working papers and journals for the preparation of financial statements and budget.
Remuneration:	R 310 608 – R 403 176 per annum as well as normal benefits as applicable to a Local Authority.
Enquiries regarding post:	Contact Mr ZS Qhanqisa, Manager: Income Services, at 023 615 8042

Cashier

Qualifications/ Experience:	Grade 12; Computer Literacy; 1 year experience
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Key Performance Areas: Receive money and issue receipts; Balance received money; Handling enquiries; Issue prepaid electricity tokens; Completion of connection/disconnection forms

Remuneration: R 109 968 – R 142 068 per annum and normal benefits as applicable to a Local Authority

Enquiries regarding post: **Contact Mr ZS Qhanqisa, Manager: Income Services, at 023 615 8042**

DIRECTORATE ENGINEERING SERVICES

CAD / GIS Operator

Qualifications/ Experience: Grade 12 plus a National Diploma in GIS or related study area; 3 years appropriate experience; Code B driver's licence.

Key Performance Areas: Compile and maintain cadastral base plans; Provides a CAD service to inter alia the department of Electrical and Civil Engineering Services; Compiles street maps for all towns in the Langeberg area of jurisdiction; Extracts information from base plans; Creates digital site plans; Maintain Municipal Geographical Information System (GIS)

Remuneration: R 156 216 – R 202 716 per annum and normal benefits as applicable to a Local Authority

Enquiries regarding post: **Contact Mr JV Brand, Manager: Town Planning, at 023 614 8003**

Building Inspector

Qualifications/ Experience: Grade 12 with 3 years appropriate qualification; 3 years appropriate experience preferable at a Local Authority; Code B driver's license; Thorough knowledge of the National Building Regulations and workable knowledge of the Western Cape Land Use Planning Act, 2014; Computer literate

Key Performance Areas: To control all building activities within the Municipal area and to apply the National Building Regulations, Zoning Scheme Regulations and applicable municipal by-laws; To make recommendations regarding building plans in accordance with the National Building Regulations; Attend meetings; To assist with public enquiries relating to building control and building activities; Record keeping of all activities; Safekeeping of building plans; Control and monitoring of illegal building activities

Remuneration: R 222 876 – R 289 272 per annum and normal benefits as applicable to a Local Authority

Enquiries regarding post: **Contact Mr JV Brand, Manager: Town Planning, at 023 614 8003**

DIRECTORATE COMMUNITY SERVICES

Superintendent (Community Facilities) (Re-advertisement)

Qualifications/Experience: Grade 12 and three year tertiary qualification in Facilities Management; Computer Literate; Code EB Drivers licence; 5 years appropriate experience on Superintendent or of the same kind of level

Key Performance Areas: Operational management of halls and the gardens at the libraries; Supervision and management of personnel, vehicles and municipal property under the person's control; Consult with Manager Community Facilities regarding personnel, public, maintenance and the budget of halls; General management must be apply; Doing administrative functions; Ensure that you adhere to the Council policy on Facilities and Tarrifs; Ensure that safety measures are applied at facilities;

Responsible for disciplinary process of employees; Control over vehicles within the section
Remuneration: R 222 876 – R 289 272 per annum and normal benefits as applicable to a Local Authority
Enquiries regarding post: Contact Mrs LJH April, Manager: Community Facilities, at 023 626 8259

Superintendent (Sport Facilities) (Re-advertisement)

Qualifications/ Experience: Grade 12 and 3 year tertiary qualification in Sport Facility Management; Code EB driver's licence; 5 years appropriate experience on Superintendent or of the same kind of level
Key Performance Areas: Responsible for management of sportfields & swimming pools; Manage vehicle fleet; Manage, motivate staff and apply disciplinary code; Respond to complaints from public with regards to areas of responsibility; Undertake administrative functions including statistics, staff records and report writing; Responsible for hygiene and neatness of sportfields & swimming pools
Remuneration: R 222 876 – R 289 272 per annum and normal benefits as applicable to a Local Authority
Enquiries regarding post: Contact Mrs LJH April, Manager: Community Facilities, at 023 626 8259

Sport Facilities Officer (Re-advertisement)

Qualifications/ Experience: Grade 12 and 3 year tertiary qualification in Sport Facility Management; 3 years relevant experience; Code B Driver's license; Computer literate
Key Performance Areas: Liaise with sport codes and clubs for the optimum use of sport facilities; Responsible for the utilization and maintenance of sport facilities; Perform administrative tasks related to Sport Facilities; Determine long term needs and to prioritize identified needs in line with approved budget; Ensure the enforcement and compliance to the sport policy
Remuneration: R 156 216 – R 202 716 per annum and normal benefits as applicable to a Local Authority
Enquiries regarding post: Contact Mrs LJH April, Manager: Community Facilities, at 023 626 8259

Closing date: 1 October 2019 at 12:00. Applications (Application form, CV, qualifications, testimonial(s), ID and driver's license) 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 31 December 2019 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 application form is on the website (www.langeberg.gov.za) and at all municipal offices available. 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

SA MOKWENI
Municipal Manager
Municipal Offices
Private Bag X2
ASHTON 6715