

Die Langeberg Munisipaliteit (Wes Kaap Provinsie) bedien die dorpe Ashton, Robertson, Montagu, Bonnievale en McGregor in die skilderagtige Breëriwallei/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**

### **Superintendent: Verkeersdienste**

Kwalifikasies/ Ervaring:	Graad 12 plus Deel III van die IVB Diploma of gelykwaardig; Diploma as Verkeersbeampte; Diploma as Wetstoepasser; 5 jaar toepaslike ervaring; Toetsbeampte vir Bestuurderslisensies en Ondersoeker van Voertuie Graad A; Registrasie in terme van kwalifikasies; Kode EC-A rybewys; Deeglike kommunikasievaardighede; Sterk administratiewe vaardighede, organisasie vermoë, analitiese en probleem oplossing vaardighede beskik en onder druk kan werk; Goeie interpersoonlike verhoudinge kan handhaaf; Verslag skryf en voorleggings vaardighede; Rekenaarvaardig wees; Bystand diens verrig en werk in onveilige toestande, waar nodig
Sleutelprestasie gebiede:	Verantwoordelik vir operasionelebeplanning, verslagdoening van werksaamhede ten opsigte van operasionele verkeersafdeling; Identifisering van padveiligheidsstrategieë; Koordinering en monitering van wetstoepassingsaktiwiteite vir implementering van statutêre wette en verordeninge vir publieke veiligheid; Optree as Toetsbeampte vir Bestuurderslisensies en Ondersoeker van Voertuie soos benodig; Skakel met Departement van Justisie (hofseksie) oor verkeersaangeleenthede; Beheer en monitor Publieke Vervoer (padvervoerpermitte) en smouse; Verantwoordelik vir bestuurstoedig oor verkeersaktiwiteite; Byhou van registers; Instandhouding van padmerke en padtekens in Munisipale area
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:	<b>Skakel Mev VD Arendse, Superintendent: Verkeersdienste, by 023 615 8900</b>

### **Hoofklerk: Rekords**

Kwalifikasies/ Ervaring:	Graad 12; 3 jaar toepaslike ondervinding; Rekenaargeletterd; Goeie organiserings- en beplanningsvermoë; Kode B bestuurslisensie.
Sleutelprestasie gebiede:	Toesighouding van personeel in die rekords en argiewe afdeling; Verseker dat alle statutêre regulasies en instruksies uitgevoer word; Verantwoordelik vir die prosesering van alle posstukke, e-posse en fakse; Hantering van alle navrae rakende inkomende en uitgaande pos; Verseker dat alle dokumentasie op die rekordbestuurstelsel geregistreer word.
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:	<b>Skakel Mnr JCJ Coetzee, Bestuurder: Regering Ondersteuning, by 023 615 2219</b>

## DIREKTORAAT INGENIEURSDIENSTE

### Boubeheerbeampte

Kwalifikasies/ Ervaring:	Graad 12 plus drie jaar tersiëre opleiding in die volgende dissiplines in terme van die SABS 10400, Regulasie A16. (a) Siviele Ingenieurswese (b) Struktuur Ingenieurswese (c) Argitektuur (d) Boubestuur (e) Bouwetenskap (f) Bouopmeting; Deeglike kennis van SANS 10400 en kennis Grondgebruik beplanning; Wetstoepassings Sertifikaat; Kode B bestuurslisensie; 8 jaar toepaslike ervaring, verkieslik in 'n Plaaslike Owerheid; Rekenaargeletterd
Sleutelprestasie gebiede:	Bestuur van personeel; Bestuur wetstoepassing op bou aktiwiteite; Onderneem bou inspeksies; Bywoning van vergaderings; Ondersoeking van bouplanne; Kommunikeer met publiek dmv telefoon oproepe, korrespondensie of persoonlike besoeke; Uitvoering van administratiewe prosesse; Hanteer interne en eksterne korrespondensie
Vergoeding:	R 310 608 – R 403 176 per jaar asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid. Deelname aan essensiële vervoerskema
Navrae met betrekking tot pos:	<b>Skakel Mnr JV Brand, Bestuurder: Stadsbeplanning, by 023 614 8003</b>

### Superintendent: Elektries

Kwalifikasies/ Ervaring:	Graad 12; Gekwalifiseerde elektriesien; N6 kwalifikasie met 4 jaar toepaslike ondervinding van 66 kV en 11 kV elektriese netwerke en munisipale ondervinding; Kode C1 bestuurslisensie; Rekenaarvaardig; Moet bereid wees om oortyd te werk na ure, op naweke en publieke vakansiedae; Moet onder druk kan presteer; Toesighoudende bystand dienste na-ure verrig; Moet take kan uitvoer buite afgebakende area; Persoon moet gemagtig wees om MV skakelwerk te doen
Sleutelprestasie gebiede:	Bestuur personeel, tydens en na kantoor ure; Koördineer administratiewe funksies; Koördineer en voer werk en veiligheidsprosedures uit; Ondersteun en bestuur van begroting; Skakel en kommunikeer intern en met publiek
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:	<b>Skakel Mnr CJ Vorster, Bestuurder: Elektriese Ingenieursdienste, by 023 626 8266</b>

## DIREKTORAAT GEMEENSKAP DIENSTE

### Bestuurder: Parke & Geriewe

Kwalifikasies/ Ervaring:	B Graad of Nasionale Diploma in Tuinboukunde of gelykwaardig (NQF7); Kode B bestuurslisensie; 5 jaar toepaslike ondervinding; Rekenaargeletterd; Goeie interpersoonlike, organisering, beplanning en bestuursvermoë; Oor die vermoë beskik om verslae te kan skryf; Dit sal ook van die suksesvolle kandidaat verwag word om te voldoen aan die Munisipale Regulasies se Minimum Bevoegdheids vlakke
Sleutelprestasie gebiede:	Direk verantwoordelik vir beplanning en bestuur van parke, wandelpaaie, natuurreservate, publieke oop ruimtes en begraaftase; Verantwoordelik vir boombestuur, probleem diere en publieke steurnisse; 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 omgewing; Verantwoordelik vir die departement se begroting R 393 708 – R 511 032 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid. Deelname aan die Raad se perk vervoerskema

Vergoeding:

**Navrae met betrekking tot pos: Skakel Mnr M Mgajo, Direkteur: Gemeenskapsdienste, by 023 626 8203**

**Sluitingsdatum:** 31 Maart 2020 om 12:00. Aansoeke (Aansoekvorm, CV, kwalifikasies, getuigskrift(e), ID en Bestuurslisensie) met dekbrief 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.

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 Junie 2020 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 aansoekvorm is op die webwerf ([www.langeberg.gov.za](http://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 CORPORATE SERVICES**

### **Superintendent: Traffic Services**

Qualifications/ Experience:	Grade 12 plus Part III of the ITO Diploma or equivalent; Diploma as Traffic Officer; Diploma as Law Enforcement Officer 5 years appropriate experience; Examiner of Driving licenses Grade A and Examiner of Vehicles Grade A; Registered in terms of above qualifications; Code EC-A driving licence; Thorough communication skills; Strong administrative skills, organizing skills, analytical and problem solving skills, and working under pressure; Good interpersonal relations; Report writing and presentation skills; Computer literate; Execute standby duties and working under unsafe circumstances
Key Performance Areas:	Responsible for basic management functions, planning, organizing, leading and control; Identifying of road safety strategies; Co-ordination and monitoring of law enforcement activities for planned and approved law enforcement activities; Act as Examiner of Driving licenses and Examiner of Vehicles as required; Liaise with Department of Justice regarding traffic matters; Control and monitor Public Transport (road transport permits) and hawkers; Responsible for supervision on traffic activities; Keeping of registers; Maintenance of road markings and road signs in Municipal area
Remuneration:	R 222 876 – R 289 272 per annum and normal benefits as applicable to a Local Authority
Enquiries regarding post:	<b>Contact Mrs VD Arendse, Superintendent: Traffic Services, at 023 615 8900</b>

### **Principal Clerk: Records**

Qualifications/ Experience:	Grade 12; 3 years appropriate experience; Computer literate; Good organising and planning skills, Code B driver's licence
Key Performance Areas:	Supervises personnel in the records and archives section; Ensure that all statutory regulations and instructions are adhere to; Responsible for the processing of all post, e-mails and faxes; Deals with all enquiries regarding incoming and outgoing post; Ensure that all documentation is registered on the record management system.
Remuneration:	R 156 216 – R 202 716 per annum and normal benefits as applicable to a Local Authority
Enquiries regarding post:	<b>Contact Mr JCJ Coetzee, Manager: Governance Support, at 023 615 2219</b>

## **DIRECTORATE ENGINEERING SERVICES**

### **Building Control Officer**

Qualifications/ Experience:	Grade 12 plus three years tertiary training in the following disciplines in terms of SABS 10400, Regulation A16. (a) Civil Engineering (b) Structure Engineering (c) Architecture (d) Building Management (e) Building Science (f) Building Surveying; Thorough knowledge of SANS10400 and knowledge of Land use planning; Law Enforcement Certificate; Code B driver's licence; 8 years appropriate experience, preferable in a Local Authority; Computer literate
Key Performance Areas:	Manages staff; Manages law enforcement on building activities; Undertakes building inspections; Attend meetings; Scrutinizes building plans; Liaises with public by means of telephone calls, correspondence or personal visits; Executes administrative processes; Handles internal and external correspondence
Remuneration:	R 310 608 – R 403 176 per annum and normal benefits as applicable to a Local Authority. Participation in essential vehicle scheme
Enquiries regarding post:	<b>Contact Mr JV Brand, Manager: Town Planning, at 023 614 8003</b>

### **Superintendent: Electrical**

Qualifications/ Experience:	Grade 12; Qualified electrician; N6 qualification with 4 years appropriate experience of 66 kV and 11 kV electrical networks and municipal experience; Code C1 driver's licence; Must be computer literate; Must work overtime when required, including weekends and public holidays; Must be able to perform under pressure; Do supervisory standby duties after hours; Perform duties outside designated areas; Person must be authorised to do MV switching
Key Performance Areas:	Manage personnel during and after office hours; Co-ordinate administrative functions; Execute and co-ordinate working and safety procedures; Assist and manage budget; Liaises and communicate internally and with public
Remuneration:	R 310 608 – R 403 176 per annum and normal benefits as applicable to a Local Authority
Enquiries regarding post:	<b>Contact Mr CJ Vorster, Manager: Electrical Engineering Services, at 023 626 8266</b>

## **DIRECTORATE COMMUNITY SERVICES**

### **Manager: Parks & Amenities**

Qualifications/ Experience:	B Degree or National Diploma in Horticulture or applicable (NQF7); Code B driver's licence; 5 years appropriate experience; Computer literate; Good interpersonal, organizing, planning and management skills; Must be able to do report writing; It will be expected from the successful candidate to adhere to the Municipal Regulations on Minimum Competency levels.
Key Performance Areas:	Responsible for management of parks, hiking trails, nature reserves, public open spaces and cemeteries; Responsible for tree management, problem animals and public disturbances; Manage vehicle fleet; Manage, motivate staff and apply disciplinary code; Respond to complaints from public with regards to environmental services; Undertake administrative functions including statistics, staff records and

report writing; Responsible for environmental hygiene and neatness;  
Responsible for the department's budget  
Remuneration: R 393 708 – R 511 032 per annum and normal benefits as applicable to  
a Local Authority. Participation in the Perk vehicle scheme of Council  
**Enquiries regarding post: Contact Mr M Mgajo, Director: Community Services, at 023 626  
8203**

**Closing date:** 31 March 2020 at 12:00. Applications (Application form, CV, qualifications, testimonial(s), ID and driver's licence) 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 June 2020 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](http://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