

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**

### **Ondersoeker van Voertuie (Heradvertering)**

Kwalifikasies/ Ervaring:	Graad 12; Ondersoeker van Voertuig Diploma, Kode EC en A bestuurslisensie sowel as geldige PDP; Gekwalifiseerde werktuigkundige sal as aanbeveiling dien; 2 jaar toepaslike ervaring
Sleutelprestasie gebiede:	Verantwoordelik vir die toetsing van alle motorvoertuie; Inspeksieverlag te voltooi; Uitreiking van padwaardigheidssertifikate; Veiligheidstoetse op busse uit te voer; rekordhouding van alle inspeksies; Verantwoordelik vir die effektiewe operering van die voertuigstasie
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 Mev VD Arendse, Superintendent: Verkeersdienste, by 023 615 8900</b>

## **DIREKTORAAT FINANSIËLE DIENSTE**

### **Kontroleur: Salarisse**

Kwalifikasies/ Ervaring:	Toepaslike Graad of Nasionale Diploma of gelykwaardig; Kode EB bestuurslisensie; Rekenaarvaardig; Vyf jaar toepaslike ondervinding; Die Munisipale Regulasies se Minimum Bevoegdheids vlakke sal as aanbeveling dien
Sleutelprestasie gebiede:	Verantwoordelik vir hantering van salarisadministrasie en verwante aangeleenthede; Kontrolering van salarisse en ander vergoeding; Administrasie take; Rapportering van salarisse en verwante aangeleenthede; Verantwoordelik vir alle oorbetalings na derde partye; Verantwoordelik vir bestuur van personeel onder u beheer
Vergoeding:	R 228 876 – R 289 272 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid
Navrae met betrekking tot pos:	<b>Skakel Mnr CJ Franken, Bestuurder: Uitgawe Dienste by 023 615 8041</b>

## **DIREKTORAAT INGENIEURSDIENSTE**

### **Ambagsman: Loodgieter**

Kwalifikasies/ Ervaring:	Graad 12; Water & Riool Retikulasie Dienste (NQF2); Gekwalifiseerde ambagsman of gelykwaardig; Kode EB bestuurslisensie;
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Rekenaarvaardig; 3 jaar toepaslike ervaring veral in die bedryf van water- en rioolaanlegte

**Sleutelprestasie gebiede:** Koördineer, toesighouding aangaande die bestuur van die riool- en watersuiweringswerke sowel as paaie en stormwaterwerke; Bestuur die personeel onder u toesig; Verseker van onderhoud aan geboue, pompe en pompstasie; Onderneem inspeksies en hanteer navrae en klagtes vanaf die publiek; Doen van administratiewe take; Verantwoordelik vir veiligheid in werksplek; Verantwoordelik vir die toepassing van dissiplinêre prosedures

**Vergoeding:** R 197 952 – R 256 956 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

**Navrae met betrekking tot pos:** **Skakel Mnr M Johnson, Direkteur: Ingenieursdienste, by 023 626 8248**

## **DIREKTORAAT GEMEENSKAP DIENSTE**

### **Bibliotekaris**

**Kwalifikasies/ Ervaring:** B Bibl of B Tech in Biblioteek en Inligtingstudies of 'n B Graad met nagraadse Diploma in Biblioteekwetenskap; Rekenargeletterd; Kode B bestuurslisensie; Deeglike kommunikasievaardighede; Sterk administratiewe, organisasie, analitiese en probleemoplossingvaardighede; Goeie interpersoonlike verhoudinge; Verslagskryf en voorleggingsvaardighede Rekenargeletterd; Goeie bestuursvaardighede; Ten minste 5 jaar toepaslike ondervinding

**Sleutelprestasie gebiede:** Ko-ordineer en organisering van aktiwiteite van die biblioteekdienste ten opsigte van seker beleide en in die verwerwing van gedefinieerde doelwitte; Ko-ordineer en toesighouding van take wat geassosieer word met die beheer van personeelprestasie, produktiwiteit en dissipline; Ko-ordineer en beheer die aktiwiteite, prosedures en uitkomste geassosieer met die voorsiening van omvattende inligtingdiens aan die plaaslike gemeenskappe vir alle biblioteke en gemeenskapsbiblioteke; Ko-ordineer en uitvoer van spesifieke prosedurele aansoeke geassosieer met die aanskaffing, organisering en kommunikasie van inligting; Ontwikkel en ko-ordineer spesifieke aktiwiteite geassosieer met die bevordering van leserbewustheid en belangstelling en voorsiening van inligting aan lesers; Ko-ordineer spesifieke administratiewe en verslagdoening vereistes geassosieer met die operasionele sleutelprestasie aanwysers

**Vergoeding:** R 263 088 – R 341 508 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

**Navrae met betrekking tot pos:** **Skakel Mnr M Mgajo, Direkteur: Gemeenskapsdienste, by 023 626 8003**

**Sluitingsdatum:** 17 November 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; **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 Maart 2021 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.

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**

### **Examiner of Vehicles (Re-advertisement)**

Qualifications/ Experience:	Grade 12, Examiner of Vehicle Diploma; Code EC and A driver's licence as well as valid PDP; Qualified mechanic will serve as recommendation; 2 years appropriate experience
Key Performance Areas:	Responsible for the testing of all motor vehicles; Completion of inspection reports; Issuing of roadworthy certificates; Done safety checks on busses; Keeping record of all activities in vehicle testing centre; To effectively operate the vehicle testing centre
Remuneration:	R 156 216 – R 202 716 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>

## **DIRECTORATE FINANCIAL SERVICES**

### **Controller: Salaries**

Qualifications/ Experience:	Appropriate Degree or National Diploma or equivalent; Code EB Drivers licence; Computer literate; Five years appropriate experience; The Municipal Regulations on Minimum Competency levels will serve as recommendation
Key Performance Areas:	Responsible for handling of salary administration and related issues; Controlling of salaries and other remuneration; Administration duties; Reporting of salaries and related issues; Responsible for all payments to third parties; Responsible for management of personnel under your control
Remuneration:	R 228 876 – R 289 272 per annum and normal benefits as applicable to a Local Authority
Enquiries regarding post:	<b>Contact Mr CJ Franken, Manager: Expenditure Services at 023 615 8041</b>

## **DIRECTORATE ENGINEERING SERVICES**

### **Artisan: Plumber**

Qualifications/ Experience:	Grade 12; Water & Wastewater Reticulation Services (NQF2); Qualified Artisan or equivalent; Code EB driver's license; Computer literate; Three years appropriate experience especially in the practice of water-and sewerage works
Key Performance Areas:	Coordinate, supervise and managing of the sewer and water purification systems as well as roads and storm water works; Manage personnel under your supervision; Ensure the maintenance of buildings, pumps and the pump station; Undertake inspections and handle enquiries and complaints from the public; Do administrative tasks; Responsible for safety in the workplace; Responsible for disciplinary procedures
Remuneration:	R 197 952 – R 256 956 per annum and normal benefits as applicable to a Local Authority
Enquiries regarding post:	<b>Contact Mr M Johnson, Director: Engineering Services, at 023 615 8248</b>

## **DIRECTORATE COMMUNITY SERVICES**

### **Librarian**

Qualifications/ Experience:	B Bibl or B Tech in Library and Information Studies or a B Degree with a post graduate Diploma in Library Science; Computer literate; Code B driver's licence; Thorough communication skills; Strong administrative, organizational, analytical and problem solving skills; Good interpersonal relations; Report writing and submission skills Computer literate; Good management skills; At least 5 years appropriate experience
Key Performance Areas:	Co-ordinating, directing and organising the activities of the library service in accordance with certain policies and in achievement of defined objectives; Co-ordinate and supervise tasks/activities associated with controlling personnel performance, productivity and discipline; Co-ordinate and control the activities, procedures and outcomes associated with the provision of a comprehensive information service to local communities for all libraries and community libraries; Co-ordinate and execute specific procedural applications associated with the acquisition, organizing and communication of information; Develop and co-ordinate specific activities associated with promoting reader awareness and interest and provide information to users; Co-ordinate specific administrative and reporting requirements associated with the operational key performance and result indicators
Remuneration:	R 263 088 – R 341 508 per annum and normal benefits as applicable to a Local Authority
Enquiries regarding post:	<b>Contact Mr M Mgajo, Director: Community Services, at 023 626</b>

**Closing date:** 17 November 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 31 March 2021 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

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