

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:

## **KANTOOR VAN DIE MUNISIPALE BESTUURDER**

### **Snr Interne Ouditeur**

Kwalifikasies/ Ervaring:	B Graad in Oudit/ Rekeningkunde/ Interne Oudit; 3 jaar ondervinding in 'n oudit omgewing; Kennis van Plaaslike Regering Wetgewing, beleide en prosesse; Kode B bestuurslisensie; Registrasie by die Instituut van Interne Ouditeure as 'n Gesertifiseerde Interne Ouditeur (CIA); Risiko gebaseerde oudit ondervinding; Kennis van die Internasionale Standaard van Professionele Praktyk vir Interne Oudit; Toesighouding van personeel; Verslagdoening en aanbiedingsvaardighede; Vaardigheid om verskeie projekte gesamentlik uit te voer;
Sleutelprestasie gebiede:	Rapportering aan die Hoof Uitvoerende Oudit (HUO); Verantwoordelik vir die oudit van die effektiwiteit van die stelsel van interne kontroles binne die munisipaliteit en om te verseker dit voldoen aan die MFMA; HUO en aandeelhouers ingelig te hou rakende risiko en kontrole omgewing; Verantwoordelik en aanspreeklik vir die rapportering van geskeduleerde oudits; Verseker dat Ouditwerk voldoen aan die Standaard van Professionele Praktyk van Interne Oudit en ander standaard wat deur die Interne Oudit Aktiwiteit uitgespel word; Leiding te neem van oudit kontrole aktiwiteite van toegewysde projekte om so projekdoelwitte te bereik; Ontwikkeling, uitvoering en hersiening van werksprogramme; Evalueer uitslae van die oudit en rapportering om te verseker dat die bevindinge en aanbevelings ondersteun word deur bewyse; Beheer van oudit aktiwiteite ekonomies, effektief om kwaliteit uitsette daar te stel; Toesighouding van span om te verseker dat hulpbronne effektief aangewend word om maksimale uitsette te lewer
Vergoeding:	R 330 024 – R 428 376 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid.
Navrae met betrekking tot pos:	<b>Skakel Mnr A Mati, Hoof Uitvoerende Oudit, by 023 615 8004</b>

### **Interne Ouditeur**

Kwalifikasies/ Ervaring:	Nasionale Diploma in Oudit/ Rekeningkunde/ Risikobestuur/ Interne Oudit/ Inligtingstelsels Oudit; Kennis van Plaaslike Regering Wetgewing, beleide en prosesse; Kode B bestuurslisensie; Registrasie by die Instituut van Interne Ouditeure as 'n Gesertifiseerde Interne Ouditeur (CIA); Risiko gebaseerde oudit ondervinding; Kennis van die Internasionale Standaard van Professionele Praktyk vir Interne Oudit; Toesighouding van personeel; Verslagdoening en aanbiedingsvaardighede; Vaardigheid om verskeie projekte gesamentlik uit te voer;
Sleutelprestasie gebiede:	Beplanning van interne oudit take om alle risiko areas en sleutelkontroles te identifiseer; Uitvoer van interne oudit take; Rapportering van uitslae van oudit uitgevoer en om bestuur in te lig mbt

die oudit aktiwiteite; Ineenstemming te verkry rakende aanbevelings; Beheer van oudit aktiwiteite om te verseker dat dit ekonomies en effektief plaasvind; Opvolg van die implementering van die interne oudit aanbevelings om risikos te minimaliseer; Leiding neem en monitor Assistent Interne Ouditeur tydens die uitvoering van interne oudit aktiwiteite en adhoc ondersoeke; Assisteer met die uitvoer van spesiale ondersoeke soos deur die Munisipale Bestuurder goedgekeur; Bywoon van vergaderings soos versoek; Assisteer die Snr Interne Ouditeur m.b.t. die ko-ordinerings van die interne oudit aktiwiteit van die Raad se eksterne ouditeure; Assisteer die Snr Interne Ouditeur om te verseker dat hulpbronne ekonomies en effektief aangewend word

Vergoeding:

R 279 528 – R 362 856 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid.

Navrae met betrekking tot pos: **Skakel Mnr A Mati, Hoof Uitvoerende Oudit, by 023 615 8004**

## **DIREKTORAAT KORPORATIEWE DIENSTE**

### **Klerk: Rekords**

Kwalifikasies/ Ervaring:  
Sleutelprestasië gebied:

Graad 12; Rekenaargeletterd  
Prosesering van inkomende dokumentasie; Liëring van dokumentasie; Insameling van lêers by kantore; Stuur en ontvang van faks; Fotostateer dokumente; Inlees van dokumentasie op die rekord bestuurstelsel

Vergoeding:

R 116 844 – R 150 948 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Navrae met betrekking tot pos: **Skakel Mev S Kotzé, Bestuurder: Administratiewe Ondersteuning, by 023 615 8019**

### **Klerk: Lisensiëring (Tydelike poste)**

Kwalifikasies/ Ervaring:  
Sleutelprestasië gebied:

Graad 12; Kennis van NATIS stelsel sal as aanbeveling dien; Rekenaargeletterd.  
Registrasie van motorvoertuie; Neem van besprekings vir leerling- en bestuurslisensies; Konsolidering van inkomende gelde

Vergoeding:

R 116 844 – R 150 948 per jaar

Navrae met betrekking tot pos: **Skakel Mev VD Arendse, Superintendent: E-Natis, by 023 615 8900**

### **Toesighouer: Sekuriteit**

Kwalifikasies/ Ervaring:  
Sleutelprestasië gebied:

Graad 12; Gekwalifiseerd as Graad A Beampte; Kode B bestuurslisensie.

Sleutelprestasië gebied:

Toesighouding oor die aktiwiteite van die sekuriteitsbeamptes; Uitvoer van inligtingsessies voor skofte in aanvang neem; Opstel van skofroosters; Verseker dat plaasvervangers gereël word indien wagte nie opdaag nie; Rapportering van verdagte omstandighede; Verseker dat strategiese munisipale geboue gesluit is; Oortreders op persele moet aangespreek en indien nodig gearresteer word; Reageer op alarms.

Vergoeding:

R 165 984 – R 215 388 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Navrae met betrekking tot pos: **Skakel Mnr AJ Dondolo, Assistent Bestuurder: Verkeersdienste, by 023 615 8053**

## **DIREKTORAAT FINANSIËLE DIENSTE**

## **Snr Rekenmeester: Begroting & Kosteberekening**

Kwalifikasies/ Ervaring:	Nasionale Diploma in Finansies; 5 jaar toepaslike ondervinding; Rekenaargeletterd; Kode B bestuurslisensie; Die Munisipale Regulasies se Minimum Bevoegdheids vlakke sal as aanbeveling dien
Sleutelprestasie gebiede:	Bestuur en toesighouding van personeel; Verantwoordelik vir die samestelling van die kapitale en operasionele begroting; Verantwoordelik vir rigtinggewing mbt administratiewe en rapporterings take; Verseker dat navrae van Ouditeur Generaal word effektief aangespreek; Skakeling met ander Regering instansies; Samestelling en voorsiening van bestuursinformatie; Verantwoordelik vir die voorsiening van begrotingsinformatie vir die jaarlikse finansiële state; Verantwoordelik vir primêre en sekondêre kosteberekening
Vergoeding:	R 330 024 – R 428 376 per jaar asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid
Navrae met betrekking tot pos:	<b>Skakel Mev AJ Swarts, Bestuurder: Begrotingskantoor, by 023 615 8032</b>

## **Snr Klerk: Kredietbeheer**

Kwalifikasies/ Ervaring:	Graad 12; 1 jaar toepaslike ondervinding; Rekenaargeletterd
Sleutelprestasie gebiede:	Toepassing van kredietbeheerbeleid; Uitreiking van aanmanings; Invordering van uitstaande gelde; Toepassing van deernisbeleid; Hanteer navrae en klagtes
Vergoeding:	R 137 232 – R 178 152 440 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid
Navrae met betrekking tot pos:	<b>Skakel Mnr ZS Qhanqisa, Bestuurder: Inkomste Dienste, by 023 615 8042</b>

## **Klerk: Voorafbetaalde Elektrisiteit Meters / Aflos**

Kwalifikasies/ Ervaring:	Graad 12; 1 jaar toepaslike ondervinding; Rekenaargeletterd, Kode B bestuurslisensie
Sleutelprestasie gebiede:	Registreer voorafbetaalde elektrisiteits meters in finansiële stelsel; Rekordhouding; Aflos kassier wanneer benodig; Opdatering van ontvangste; Assisteer met data verwerking en liasering
Vergoeding:	R 116 844 – R 150 948 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid
Navrae met betrekking tot pos:	<b>Skakel Mnr ZS Qhanqisa, Bestuurder: Inkomste Dienste, by 023 615 8042</b>

## **Meterleser**

Kwalifikasies/ Ervaring:	Graad 12; Kode B bestuurslisensie
Sleutelprestasie gebiede:	Neem en aantekening van water- en elektrisiteitlesings in die Langeberg Munisipale gebied; Lees van meters vir aan-/afsluitings; Rapporteer beskadigde meters asook meters met water lekkasies.
Vergoeding:	R 106 332 – R 134 076 Per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid
Navrae met betrekking tot pos:	<b>Skakel Mnr ZS Qhanqisa, Bestuurder: Inkomste Dienste, by 023 615 8042</b>

## **Internskap: Finansiële Bestuur**

Die Langeberg Munisipaliteit nooi tans persone uit wat onlangs 'n toepaslike kwalifikasie verwerf het en praktiese ondervinding wil opdoen in die finansiële bestuur van 'n plaaslike owerheid om aansoek te doen om bogenoemde.

**Kwalifikasies/ Ervaring:** Graad 12 en 'n toepaslike 3 jaar tersiêre kwalifikasie met Finansiële Bestuur, Bestuursrekeningkunde, Plaaslike Owerheidsfinansies of Finansiële Rekeningkunde as hoofvak in die finale jaar

**Status:** 2 Jaar kontrakaanstelling

**Vergoeding:** R 116 844 – R 150 948 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

**Navrae met betrekking tot pos:** **Skakel Mev AJ Swarts, Bestuurder: Begrotingskantoor, by 023 615 8032**

## **DIREKTORAAT STRATEGIE & SOSIALE ONTWIKKELING**

### **Bestuurder: Informasie & Kommunikasie Tegnologie (Heradvertering)**

**Kwalifikasies/ Ervaring/:** B Graad in die veld van Informasie Tegnologie / Rekenaarwetenskap / Informasie en Kennisbestuur / Databasis Administrasie / Informasie Sekuriteit (NQF7); Gesertifiseerde Microsoft Stelsel Ingenieur; 5 jaar Informasie en Tegnologie ervaring waarvan 3 jaar in 'n bestuursposisie; Kode B bestuurslisensie; Deeglike kommunikasievaardighede; Sterk administratiewe, organisasie, analitiese en probleemoplossingvaardighede; Goeie interpersoonlike verhoudinge; Verslagskryf en voorleggingsvaardighede; Goeie projekbestuurvaardighede; Kennis van lisensiering en kopiereg aangesien dit betrekking het op die gebruik van PC sagteware; Basiese kennis van verskeie bediener operasiesistelsels; Vermoë om met konstante tegnologiese veranderinge te werk; Goeie bestuursvaardighede en leierskap; Vermoë om in projekspanne saam te werk; Deeglike kennis van die MFMA, relevante wetgewing en regulasies. Dit sal ook van die suksesvolle kandidaat verwag word om te voldoen aan die Munisipale Regulasies se Minimum Bevoegdheids vlakke;

**Sleutelprestasie gebiede:** Bestuur van uitsette geassosieer met die aanwending, produktiwiteit en prestasiebestuur van personeel binne die afdeling; Bestuur die implementering van finansiële kontroles / prosedures en voorsien inligting om finansiële beplanning te ondersteun; Bestuur spesifieke administratiewe en rapporteringsvereistes wat geassosieer word met die sleutelprestasie gebiede van die funksie; Toesighouding oor die bestuur van die Direkoraat se bates in samewerking met die Batebestuur kantoor; Ondersteun en bevordering van die formulering van beleid en munisipale verordeninge en die bestuur en toesighouding van die implentering daarvan; Bestuur die aktiwiteite geassosieer met IKT Ondersteuning, Sekuriteit en batebestuur

**Vergoeding:** R 418 320 – R 542 976 jaar asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid. Deelname aan die perk vervoerskema.

**Navrae met betrekking tot pos:** **Skakel Mev CO Matthys, Direkteur: Strategie & Sosiale Ontwikkeling, by 023 626 8206**

## **DIREKTORAAT INGENIEURSDIENSTE**

## **Bestuurder: Elektriese Ingenieursdienste (Heradvertering)**

Kwalifikasies/ Ervaring:	B Graad in Elektriese Ingenieurswese (NQF7); Geregistreerd by die Ingenieursraad van Suid Afrika; 5 jaar toepaslike spesialis ervaring waarvan 3 jaar in 'n bestuursposisie; Kode B bestuurslisensie; Deeglike kommunikasievaardighede; Sterk administratiewe, organisasie, analitiese en probleemoplossingvaardighede; Goeie interpersoonlike verhoudinge; Verslagskryf en voorleggingsvaardighede; Goeie bestuursvaardighede en leierskap; Vermoë om in projekspanne saam te werk; Deeglike kennis van die MFMA, relevante wetgewing en regulasies. Dit sal ook van die suksesvolle kandidaat verwag word om te voldoen aan die Munisipale Regulasies se Minimum Bevoegdheids vlakke;
Sleutelprestasië gebied:	Bestuur en kontrolering van afdeling; Bestuur van departement se begroting; Verseker voertuigbeheer; Voorsien administratiewe funksie; Bestuur van Personeel; Kommunikeer en skakeling met verskillende departemente; Bestuur en toesighouding van kapitaal projekte; Monitor kontrakprestasiëbestuur; Verslagdoening aan betrokke Direkteur
Vergoeding:	R 418 320 – R 542 976 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid. Deelname aan die perk vervoerskema
Navrae met betrekking tot pos:	<b>Skakel Mnr M Johnson, Direkteur: Ingenieursdienste, by 023 626 8248</b>

## **Boubeheerbeampte (Heradvertering)**

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 Grondgebruikbeplanning; Wetstoepassings Sertifikaat; Kode B bestuurslisensie; 8 jaar toepaslike ondervinding, verkieslik in 'n Plaaslike Owerheid; Rekenaargeletterd
Sleutelprestasië gebied:	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 330 024 – R 428 376 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>

## **Bouinspekteurs (Heradvertering)**

Kwalifikasies/ Ervaring:	Graad 12 plus 'n 3 jaar toepaslike kwalifikasie; 3 jaar toepaslike ondervinding verkieslik by 'n Plaaslike Owerheid; Kode B bestuurslisensie; Deeglike kennis van die Nasionale Bouregulasies, ingesluit die evaluering van bouplanne en werkbare begrip van die Wes-Kaapse Wet op Grondgebruikbeplanning 2014, Rekenaargeletterd
Sleutelprestasië gebied:	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 aansoek te maak in term van die Nasionale Bouregulasies; Bywoning van vergaderings; Publiek by te staan ten opsigte van bouaktiwiteit navrae; Rekordhouding van aktiwiteite; Veilige bewaring van bouplanne; Beheer en monitering van onwettige bouwerk R 236 808 – R 307 356 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Vergoeding:

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

### **Superintendent: Elektries (Heradvertering)**

Kwalifikasies/ Ervaring: Graad 12; Gekwalifiseerde elektrisiën; 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 330 024 – R 428 376 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid. Deelname aan essensiële vervoerskema

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

### **Superintendent: Vaste Afvalbestuur (Heradvertering)**

Kwalifikasies/ Ervaring: Graad 12 plus 'n erkende kwalifikasie in afvalbestuur is 'n essensiële vereiste; Kode B bestuurslisensie; 3 jaar toepaslike ondervinding; Rekenaargeletterd.

Sleutelprestasie gebiede: Direk verantwoordelik vir beplanning en bestuur van vaste afval dienste; Bestuur van voertuigvloot; Bestuur van vullisterreine en oorlaastasie; Verantwoordelik vir Afvalbestuur binne die munisipale area; Bestuur en motivering van personeel en dissiplinêre optredes; Hantering van klagtes van publiek ten opsigte van reiniging en afval; Verrig administratiewe funksies soos byhou van statistiek, personeelrekords asook die skryf van verslae; Verantwoordelik vir die netheid en sindelikheid van die omgewing.

Vergoeding: R 236 808 – R 307 356 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

**Navrae met betrekking tot pos: Skakel Mnr GM Slingers, Bestuurder: Vaste Afvalbestuur, by 023 616 8008**

### **Ambagsman: Loodgieter (Heradvertering)**

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

Sleutelprestasie gebiede: Ko-ordineer, toesighouding aangaande die bestuur van die riool- en watersuiweringswerke; 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  
R 210 324 – R 273 012 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Vergoeding:

**Navrae met betrekking tot pos: Skakel Mnr CGH Posthumus, Bestuurder: Siviële Ingenieursdienste, by 023 615 8062**

### **Sekretaresse: Stadsbeplanning**

Kwalifikasies/ Ervaring: Graad 12; Sekretariële Diploma dien as aanbeveling; 2 jaar toepaslike ondervinding; Rekenaargeletterd

Sleutelprestasie gebiede: Uitvoer van alle sekretariële pligte vir Bestuurder; Administratiewe funksies verrig; Reël van afsprake en byhou van Bestuurder se dagboek; Skakeling, ko-ordinering en organisering van alle aktiwiteite van Bestuurder; Hantering van alle telefoonoproepe van die Bestuurder; Aanspreeklik vir netheid van Bestuurder se kantoor; Verseker vertroulikheid.

Vergoeding: R 137 232 – R 178 152 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**

### **Toesighouer: Vaste Afval**

Kwalifikasies/ Ervaring: Graad 12; Kode B bestuurslisensie; 2 jaar toepaslike ondervinding

Sleutelprestasie gebiede: Toesighouding en leiding van ondergeskiktes; Toepassing van dissiplinêre kode; Verrig van administratiewe funksies; Beheer van voertuie en toerusting; Toesighouding van huishoudelike en besigheids vullisverwydering; Bestuur publieke toilette; Toepassing van gesondheids regulasies; Toesig en beheer van oorlaaistassies en kompos fasiliteit; Hanteer navrae en klagtes van publiek

Vergoeding: R 165 984 – R 215 388 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

**Navrae met betrekking tot pos: Skakel Mnr GM Slingers, Bestuurder: Vaste Afvalbestuur, by 023 616 8008**

### **Toesighouer: Paaie & Stormwater (Heradvertering)**

Kwalifikasies/ Ervaring: Graad 12; Kode C1 bestuurslisensie; 2 jaar toepaslike ondervinding

Sleutelprestasie gebiede: Verantwoordelik vir die onderhoud van stormwaterkanale, Verantwoordelik vir konstruksiewerk en gebouwerk; Verantwoordelik vir onderhoud van voertuig; Verantwoordelik vir paaie instandhouding; Vervoer van personeel en goedere; Toesighouding van personeel onder u beheer; Verrig van administratiewe funksies

Vergoeding: R 165 984 – R 215 388 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

**Navrae met betrekking tot pos: Skakel Mnr CGH Posthumus, Bestuurder: Siviële Ingenieursdienste, by 023 615 8062**

### **Toesighouer: Water (Heradvertering)**

Kwalifikasies/ Ervaring: Graad 12; Water & Riool Retikulasie Dienste (NQF2); 1 jaar toepaslike ondervinding; Kode EB bestuurslisensie

Sleutelprestasie gebiede: Toesighouding en leiding neem van personeel; Onderhoud van alle water en riool netwerke; Installerings 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

Vergoeding: R 165 984 – R 215 388 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 8062**

## **DIREKTORAAT GEMEENSKAPSDIENSTE**

### **Bestuurder: Behuising Administrasie (Heradvertering)**

Kwalifikasies/ Ervaring: B Graad (NQF7); 5 jaar toepaslike ondervinding; Projekbestuurervaring; Rekenaarvaardig; Deeglike kennis van Behuisingwet en Behuisingkodes; Kode B bestuurslisensie; Deeglike kommunikasievaardighede; Sterk administratiewe, organisasie-, analitiese- en probleemoplossingvaardighede; Goeie interpersoonlike verhoudinge; Verslagskryf en voorleggingsvaardighede; Goeie bestuursvaardighede; Dit sal ook van die suksesvolle kandidaat verwag word om te voldoen aan die Munisipale Regulasies se Minimum Bevoegdheidsvlakke

Sleutelprestasie gebiede: Beheer van personeel en evalueer prestasiebestuur in u departement; Opstel van departement se begroting; Voorsien Projekbestuurfunksie; Publieke deelname prosesse uitvoer; Administratiewe funksies verrig; Besigheidsplanne vir behuisingdoeleindes daarstel; Verseker dat die publiek, huiseienaars, huurders en deelnemers aan 'n projek goed ingelig is; Kontrolering van onwettige plakkers en terminering van onwettige besetting van munisipale wonings; Verseker dat wettige plakkers toegang tot basiese dienste het; Bevorder en monitering van huiseienaarskap.

Vergoeding: R 418 320 – R 542 976 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid. Deelname aan die perk vervoerskema

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

### **Hoof Bibliotekaris (Heradvertering)**

Kwalifikasies/ Ervaring: B Bibl of B Tech in Biblioteek en Inligtingstudies (NQF7) met Nagraadse Diploma in Biblioteekwetenskap; Rekenargeletterd; Kode B bestuurslisensie; 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 330 024 – R 428 376 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**

### **Superintendent: Gemeenskap Fasiliteite (Heradvertering)**

Kwalifikasies/Ervaring: Graad 12 en 3 jaar tersiêre kwalifikasie in Fasiliteite Bestuur; Rekenaargeletterd; Kode B bestuurslisensie; 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 proses van werknemers; Beheer uitoefen oor voertuie binne die afdeling

Vergoeding: R 236 808 – R 307 356 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 / Sportbestuur; Kode B bestuurslisensie; 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 236 808 – R 307 356 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**

### **Bibliotekaris (Heradvertering)**

Kwalifikasies/ Ervaring: B Bibl of B Tech in Biblioteek en Inligtingstudies (NQF7); Rekenaargeletterd; Kode B bestuurslisensie; Deeglike kommunikasievaardighede; Sterk administratiewe, organisasie, analitiese en probleemoplossingvaardighede; Goeie interpersoonlike verhoudinge; Verslagskryf en voorleggingsvaardighede Rekenaargeletterd; 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 279 528 – R 362 856 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**

## **Biblioteek Assistent**

Kwalifikasies/ Ervaring:

Graad 12; Rekenaargeletterd

Sleutelprestasie gebiede:

Administratiewe en liasering funksie; Hantering van navrae van die publiek; Assisteer kinders met skooltake; Help met uitstallings; In- en uithandiging van boeke/ materiaal; Lewering van effektiewe en goeie klientediens

Vergoeding:

R 116 844 – R 150 948 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**

## **Hoofklerk: Behuising (Heradvertering)**

Kwalifikasies/Ervaring:

Graad 12, 2 jaar toepaslike ondervinding; Kode B bestuurslisensie; Deeglike kommunikasie vaardighede; Sterk administratiewe, organisatoriese, analitiese en probleemoplossing vaardighede; Goeie interpersoonlike verhoudinge; Verslagskywe en voorleggingsvaardighede; Rekenaargeletterd

Sleutelprestasie gebiede:

Fasiliteer en monitering van oorpasing van huurders; Moniteer die allokering van huur voorraad; Monitering van huurverkope; Moniteer inspeksie van informele nedersettings om plakkery te verhoed; Monitering van korrektheid van huurooreenkomste en relevante ondersteunings dokumentasie; Verantwoordelik vir rekordhouding binne die behuisings departement; Verantwoordelik vir toesighouding van personeel; Hanteer alle behuisingsnavrae vanaf die publiek

Vergoeding:

R 186 816 – R 242 496 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**

## **Snr Klerk: Behuising**

Kwalifikasies/ Ervaring:

Graad 12; 1 jaar toepaslike ondervinding; Rekenaargeletterd; Kode B bestuurslisensie

Sleutelprestasie gebiede:

Hanteer navrae en klagtes vanaf die publiek; Doen inspeksies en ondersoeke; Doen administrasie mbt die oorpasing van huise, die allokering van nuwe huise en huurverkope

Vergoeding:

R 137 232 – R 178 152 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:** 23 Junie 2021 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

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 September 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.

ASA DE KLERK  
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:

## **OFFICE OF THE MUNICIPAL MANAGER**

### **Snr Internal Auditor**

Qualifications/ Experience:

Appropriate B Degree/National Diploma in Auditing/Accounting/Internal Audit; 3 years experience in an Audit Environment; Knowledge of Local Government Legislation, policies and processes; Code B driving licence; Registered with the Institute of Internal Auditors; Risk based audit experience; Knowledge of the International Standards for Professional Practice of Internal Auditing; Ability to supervise staff; Reporting writing and presentation skills; Ability to run multiple projects simultaneously; Personal values, ethics and integrity.

Key Performance Areas:

Reporting to the Chief Audit Executive (CAE) the incumbent will be responsible for auditing the efficiency and adequacy of the system of Internal controls within the Municipality in order to ensure good

corporate governance and compliance with the MFMA and other relevant expectations; The incumbent will further be expected to inform the CAE and relevant stakeholders on the state of the risk and control environment; Responsible and accountable for leading, conducting and reporting on scheduled audits, and ensuring that audit work conforms to the International Standards for Professional Practice of Internal Auditing and any other standards set by the Internal Audit Activity; To lead, conduct, and control audit activities on assigned projects to meet project objectives to ensure value added risk assurance services to our the Municipality; Develop, execute and review work programs; Evaluate results of the audit and report thereon to ensure that findings and recommendations are supported by documented evidence and reported correctly; Direct and control audit activities economically, efficiently and effectively to maximize quality of outputs; Supervise team members to ensure resources are effectively and efficiently employed to maximize performance output.

Remuneration: R 330 024 – R 428 376 per annum and normal benefits as applicable to a Local Authority

**Enquiries regarding post: Contact Mr A Mati, Chief Audit Executive, at 023 615 8004**

### **Internal Auditor**

Qualifications/ Experience: National Diploma in Auditing/Accounting/Risk Management/Internal Audit/Information Systems Audit; 3 years experience in an Audit Environment; Studying towards professional internal audit designation (CIA/PIA/CGAP) will be an added advantage; Eligible to register with the Institute of Internal Auditors; Completed Articles in auditing will be an added advantage; A minimum of 3 years relevant experience in Local Government / Municipality is needed; Code B driving licence; Computer literate; Good interpersonal and communication skills; Be able to work independently; Professional ability and qualities of good character; Knowledge of the International Standards for Professional Practice of Internal Auditing; Risk based audit experience.

Key Performance Areas: Planning of internal audit assignments to identify all risk areas and key controls to ensure audits are correctly focused; Execution of internal audit assignments; Report on the results of the audit performed and inform Management with regards to audit activities and obtain agreement on findings and recommendations thereof for value-adding service to our client; Control audit activities to ensure audits are performed in an economical, effective and efficient manner; Follow up on implementation of Internal Audit recommendations to ensure timely implementation of recommended controls to mitigate existing risks preventing and / or minimising e.g. financial losses and/or reputation damage; Perform consulting Services for improvement of control environment, effectiveness and efficiency of operations; Lead, supervise and monitor the Assistant Internal Auditor during execution of Internal Audit Assignments; and ad hoc special investigations; Assist in conducting special investigations as approved by the Municipal Manager; When requested, attend meetings; Assist the Snr Internal Auditor in co-ordinating the internal audit activity with the Council's external auditors; Assist the Snr Internal Auditor to ensure that resources are acquired economically, used efficiently and adequately protected

Remuneration: R 279 528 – R 362 856 per annum and normal benefits as applicable to a Local Authority.

**Enquiries regarding post: Contact Mr A Mati, Chief Audit Executive, at 023 615 8004**

## **DIRECTORATE CORPORATE SERVICES**

### **Clerk: Records**

Qualifications/ Experience:	Grade 12, Computer literate
Key Performance Areas:	Processing incoming documentation; Filing of documentation; Collect files from offices; Sends and receives faxes; Make photocopies of documents; Processing of documents on the record management system
Remuneration:	R 116 844 – R 150 948 per annum and normal benefits as applicable to a Local Authority
Enquiries regarding post:	<b>Contact Mrs S Kotzé, Manager: Administrative Support, at 023 615 8019</b>

### **Clerk: Licensing (Temporary posts)**

Qualifications/ Experience:	Grade 12; Knowledge of the NATIS system will serve as recommendation, Computer literate.
Key Performance Areas:	Registration of motor vehicles; Make bookings for learners and driving licences; Consolidate banking.
Remuneration:	R 116 844 – R 150 948 per annum
Enquiries regarding post:	<b>Contact Mrs VD Arendse, Superintendent: E-Natis, at 023 615 8900</b>

### **Supervisor: Security**

Qualifications/ Experience:	Grade 12; Qualified as Grade A Officer; Code B driving licence
Key Performance Areas:	Supervision over the activities of the security officers; Execution of information sessions before shifts start; Compiling of shift rosters; Ensure that replacements are arranged if guards do not arrive for shifts; Reporting of suspicious circumstances; Ensure that strategic municipal buildings are locked; Trespassers on premises must be reprimand and if necessary arrested; React on alarms
Remuneration:	R 165 984 – R 215 388 per annum and normal benefits as applicable to a Local Authority
Enquiries regarding post:	<b>Contact Mr AJ Dondolo, Assistant Manager: Traffic Services, at 023 615 8053</b>

## **DIRECTORATE FINANCIAL SERVICES**

### **Snr Accountant: Budget & Costing**

Qualifications/ Experience:	National Diploma in Finance; 5 years applicable experience; Computer literate; Code B driving licence; The Municipal Regulations on Minimum Competency levels will serve as recommendation
Key Performance Areas:	Manage and supervise personnel; Responsible for the compilation of the capital and operational budget; Responsible to give direction regarding administration and reportings; Ensure that enquiries from the Auditor General are properly addressed; Liaise with other Governmental institutions; Compile and supply management information; Responsible for the supply of budget information for the annual financial statements; Responsible for primary and secondary costing
Remuneration:	R 330 024 – R 428 376 per annum as well as normal benefits as applicable to a Local Authority.

**Enquiries regarding post:** **Contact Ms AJ Swarts, Manager: Budget Office at 023 615 8032**

### **Snr Clerk: Credit Control**

Qualifications/ Experience: Grade 12; 1 year appropriate experience; Computer literacy  
Key Performance Areas: Apply Credit Control Policy; Issuing of reminders; Collecting of outstanding moneys; Applying of indigent policy; Handling enquiries and complaints

Remuneration: R 137 232 – R 178 152 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**

### **Clerk: Prepaid Electricity Meters / Relief**

Qualifications/ Experience: Grade 12; 1 year applicable experience; Computer literacy; Code B driving licence

Key Performance Areas: Register of the prepaid electricity meters into the financial system; Recordkeeping; Relief cashier when required; Update of receipts; Assist with data capturing and filing

Remuneration: R 116 844 – R 150 948 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**

### **Meter Reader**

Qualifications/ Experience: Grade 12; Code B driving licence

Key Performance Areas: Taking and recording of water- and electricity readings in the Langeberg Municipal area; Read meters for connections/disconnections; Report damaged meters and meters with water leakages

Remuneration: R 106 332 – R 134 076 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**

### **Internship: Financial Management**

The Langeberg Municipality is currently inviting people that have completed appropriate studies and wants to gain practical experience in financial management of a Local Authority to apply for the above-mentioned posts.

Qualifications/ Experience: Grade 12 and an appropriate 3 year tertiary qualification with Financial Management, Management Accounting, Local Government Finance or Financial Accounting as main subject in final year

Status: 2 year contract appointment

Remuneration: R 116 844 – R 150 948 per annum and normal benefits as applicable to a Local Authority

**Enquiries regarding post:** **Contact Ms AJ Swarts, Manager: Budget Office at 023 615 8032**

## **DIRECTORATE STRATEGY & SOCIAL DEVELOPMENT**

### **Manager: Information & Communication Technology (Re-advertisement)**

Qualifications/ Experience:	B Degree in the field of Information Technology / Computer Science / Information and Knowledge Management / Database Administration / Information Security (NQF7); Certified Microsoft Certified System Engineer (MCSE); 5 years Information and Technology experience of which at least 3 years in a management position; Code B driving licence; Thorough communication skills; Strong administrative, organizational, analytical and problem solving skills; Good interpersonal relations; Report writing and submission skills; Good project management skills; Knowledge of licensing and copyrights as they pertain to the use of PC software; Basic knowledge of various Server operating systems; Ability to cope with constantly changing technology; Good management and leadership skills; Ability to work in project teams; Thorough knowledge of the MFMA, relevant legislation and regulations. It will be expected from the successful candidate to adhere to the Municipal Regulations on Minimum Competency levels;
Key Performance Areas:	Manages outcomes associated with utilization, productivity and performance of personnel within the section; Manages the implementation of financial controls / procedures and provides information to support financial planning; Manages specific administrative and reporting requirements associated with the key performance and result indicators of the functionality; Oversees the management of the Directorate's assets in collaboration with the Asset Management Office; Supports and contributes to the formulation of policy and municipal by-laws, manages and oversees the implementation thereof; Manages the activities associated with ITC Support, Security and assets management
Remuneration:	R 418 320 – R 542 976 per annum and normal benefits as applicable to a Local Authority. Participation in perk vehicle scheme
Enquiries regarding post:	<b>Contact Mrs CO Matthys, Director: Strategy &amp; Social Development, at 023 626 8206</b>

## **DIRECTORATE ENGINEERING SERVICES**

### **Manager: Electrical Engineering Services (Re-advertisement)**

Qualifications/ Experience:	B Degree in Electrical Engineering (NQF7); ); Registered at the Engineering Council of South Africa; 5 years specialised experience of which at least 3 years in a management position; Code B driving licence; Thorough communication skills; Strong administrative, organizational, analytical and problem solving skills; Good interpersonal relations; Report writing and submission skills; Good management and leadership skills; Ability to work in project teams; Thorough knowledge of the MFMA, relevant legislation and regulations. It will be expected from the successful candidate to adhere to the Municipal Regulations on Minimum Competency levels
Key Performance Areas:	Manage and controlling of section; Manage the department's budget; Ensure Vehicle control; Provides an Administration function; Manage Personell; Communicate with and liaise with the different departments; Manage and supervise capital projects; Monitor contract performance; Reporting to relevant Director
Remuneration:	R 418 320 – R 542 976 per annum and normal benefits as applicable to a Local Authority. Participation in perk vehicle scheme
Enquiries regarding post:	<b>Contact Mr M Johnson, Director: Engineering Services, at 023 626 8248</b>

### **Building Control Officer (Re-advertisement)**

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 driving licence; 8 years applicable 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 330 024 – R 428 376 per annum and normal benefits as applicable to a Local Authority. Participation in essential vehicle scheme

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

### **Building Inspectors (Re-advertisement)**

Qualifications/ Experience: Grade 12 with 3 years appropriate qualification; 3 years applicable experience preferable at a Local Authority; Code B driving licence; Thorough knowledge of the National Building Regulations, including the evaluation of building plans 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 236 808 – R 307 356 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**

### **Superintendent: Electrical (Re-advertisement)**

Qualifications/ Experience: Grade 12; Qualified electrician; N6 qualification with 4 years applicable experience of 66 kV and 11 kV electrical networks and municipal experience; Code C1 driving 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 330 024 – R 428 376 per annum and normal benefits as applicable to a Local Authority. Participation in essential vehicle scheme

Enquiries regarding post: **Contact Mr M Johnson, Director: Engineering Services, at 023 626 8248**

### **Superintendent: Solid Waste Management (Re-advertisement)**



Qualifications/ Experience: Grade 12 plus a recognized qualification in waste management is an essential requirement; Code B driving licence; 3 years applicable experience; Computer literate.

Key Performance Areas: Direct responsible for planning and management of solid waste; Manage vehicle fleet, dumping site and transfer station; Responsible for Waste Management inside municipal area; Manage, motivate staff and apply disciplinary code; Respond to complaints from public with regards to cleansing & waste; Undertake administrative functions including statistics, staff records and report writing; Responsible for environmental hygiene and neatness.

Remuneration: R 236 808 – R 307 356 per annum and normal benefits as applicable to a Local Authority

**Enquiries regarding post: Contact Mr GM Slingers, Manager: Solid Waste Management, at 023 616 8008**

### **Artisan: Plumber (Re-advertisement)**

Qualifications/ Experience: Grade 12; Water & Wastewater Reticulation Services (NQF2); Qualified Artisan; Code EB driving licence; Computer literate; 3 years applicable experience especially in the practice of water- and sewerage works

Key Performance Areas: Coordinate, supervise and managing of the sewer and water purification systems; 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 210 324 – R 273 012 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 8062**

### **Secretary: Town Planning**

Qualifications/ Experience: Grade 12; Secretarial Diploma will be a preference; 2 years applicable experience; Computer literate.

Key Performance Areas: Execute all secretarial duties of Manager; Administrative functions; Arrange appointments and co-ordinate the Manager's diary; Liaise, co-ordinate and organize all activities of the Manager; Handle all telephone calls of the Manager; Be accountable for the general tidiness of the Manager's office; Ensure confidentiality.

Remuneration: R 137 232 – R 178 152 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**

### **Supervisor: Solid Waste**

Qualifications/ Experience: Grade 12; Code B driving licence; 2 years applicable experience

Key Performance Areas: Supervise and leads subordinates; Apply disciplinary code; Do administration tasks; Control vehicles and equipment; Supervise household and business waste removal; Manage maintenance of public toilets; Enforce health regulations; Supervision of transfer stations and compost facility; Handle enquiries and complaints from public

Remuneration: R 165 984 – R 215 388 per annum and normal benefits as applicable to a Local Authority

**Enquiries regarding post:** **Contact Mr GM Slingers, Manager: Solid Waste Management, at 023 616 8008**

### **Supervisor: Roads & Stormwater (Re-advertisement)**

**Qualifications/ Experience:** Grade 12; Code C1 driving licence; 2 years applicable experience  
**Key Performance Areas:** Responsible for maintenance of stormwater channels; Responsible for construction work and building work; Responsible for road maintenance; Responsible for maintenance of vehicle; Transport of personnel and goods; Supervision of personnel under your control; Execute administrative functions.

**Remuneration:** R 165 984 – R 215 388 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 8062**

### **Supervisor: Water (Re-advertisement)**

**Qualifications/ Experience:** Grade 12; Water & Wastewater Reticulation Services (NQF2); 2 years applicable experience; Code EB driving licence

**Key Performance Areas:** Supervising and leads personnel; Maintenance of all water & sewerage networks; Install approved new water and sewer connections; Lay new water and sewer lines; Assist finance department with meter readings; Do administrative work; Do standby duties

**Remuneration:** R 165 984 – R 215 388 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 8062**

## **DIRECTORATE COMMUNITY SERVICES**

### **Manager: Housing Administration (Re-advertisement)**

**Qualifications/ Experience:** B Degree (NQF7); 5 years applicable experience; Project Management experience; Computer literate; Good knowledge of Housing Law and Housing Codes; Code B driving licence; Thorough communication skills; Strong administrative, organizational-, analytical- and problem solving skills; Good interpersonal relations; Report writing and submission skills; Good management skills; It will be expected from the successful candidate to adhere to the Municipal Regulations on Minimum Competency levels

**Key Performance Areas:** Control personnel and evaluate performance management in your department; Compile budget of department; Provide Project Management function; Executes public participation processes; Executes administration functions; Compile businessplans for housing purposes; Ensure that the public, home owners, tenants and participants in projects be well informed; Prevent illegal squatters and to terminate illegal occupation of municipal houses; Ensure that legal squatters have access to basic services; Promote and monitor house ownership

**Remuneration:** R 418 320 – R 542 976 per annum and normal benefits as applicable to a Local Authority. Participation in the Perk vehicle scheme

**Enquiries regarding post:** **Contact Mr M Mgajo, Director: Community Services, at 023 626 8003**

### **Chief Librarian (Re-advertisement)**

Qualifications/ Experience: B Bibl or B Tech in Library and Information Studies (NQF7) or a B Degree with a Post Graduate Diploma in Library Science; Computer literate; Code B driving licence; 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 330 024 – R 428 376 per annum and normal benefits as applicable to a Local Authority

Enquiries regarding post: **Contact Mr M Mgajo, Director: Community Services, at 023 626 8003**

### **Superintendent: Community Facilities (Re-advertisement)**

Qualifications/Experience: Grade 12 and 3 years tertiary qualification in Facilities Management; Computer Literate; Code B driving licence; 5 years applicable 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 236 808 – R 307 356 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 years tertiary qualification in Sport Facility Management / Sport Management; Code B driving 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 236 808 – R 307 356 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**

## **Librarian (Re-advertisement)**

Qualifications/ Experience:	B Bibl or B Tech in Library and Information Studies (NQF7); Computer literate; Code B driving 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 applicable 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 279 528 – R 362 856 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 8003</b>

## **Library Assistant**

Qualifications/ Experience:	Grade 12; Computer literate
Key Performance Areas:	Administrative and filing function; Handling of enquiries from the public; Assisting children with school tasks; Helping with exhibits; Receiving and issuing of books / material; Delivering of an effective and efficient customer service
Remuneration:	R 116 844 – R 150 948 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 8003</b>

## **Chief Clerk: Housing (Re-advertisement)**

Qualifications/ Experience:	Grade 12, 2 years applicable experience, Code B driving licence; Thorough communication skills; Strong administrative, organizational, analytical and problem solving skills; Good interpersonal relations; Report writing and submission skills Computer literate;
Key Performance Areas:	Facilitating and monitoring transfer of tenancies; Monitor the allocation of all rental stock; Monitoring of rental sales; Monitoring inspection informal settlements to detect unlawful squatting; Monitoring the correctness of lease agreements and relevant supporting documentation; Responsible for record keeping within the housing department; Responsible for supervision of staff; Handle all housing enquiries from the public

Remuneration: R 186 816 – R 242 496 per annum and normal benefits as applicable to a Local Authority

Enquiries regarding post: **Contact Mr M Mgajo, Director: Community Services, at 023 626 8003**

### **Snr Clerk: Housing**

Qualifications/ Experience: Grade 12; 1 year applicable experience; Computer literacy Code B driving licence

Key Performance Areas: Handle enquiries and complaints from the public; Do investigations and inspections; Render an administrative function regarding transfer of houses, allocation of houses and rental stock

Remuneration: R 137 232 – R 178 152 per annum and normal benefits as applicable to a Local Authority

Enquiries regarding post: **Contact Mr M Mgajo, Director: Community Services, at 023 626 8003**

**Closing date:** 23 June 2021 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](mailto: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 September 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

ASA DE KLERK  
Municipal Manager  
Municipal Offices  
Private Bag X2  
ASHTON 6715