

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**

### **Wykskomitee Ko-ordineerder**

**Kwalifikasies/ Ervaring:** Nasionale Diploma in Publieke Administrasie; 3 jaar toepaslike ervaring; Kode B bestuurslisensie

**Sleutelprestasie gebiede:** Verantwoordelik vir toesighouding van personeel; Assisteer met ondersteuning aan die Speaker van die Raad; Assisteer met die totstandkoming van 'n wykskomitee stelsel; Verantwoordelik vir reëlings van publieke deelnameproses; Administratiewe funksies; Assisteer met opleiding en ontwikkeling van wyksraadslede, wykskomitees en gemeenskap skakelwerkers; Assisteer met die opstel van die wykskomitees se begroting

**Vergoeding:** R 245 100 – R 318 108 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

**Navrae met betrekking tot pos:** **Skakel Mnr AG Brönn, Assistent Bestuurder: Regering Ondersteuning, by 023 615 2219**

### **Sekretaresse: Verkeersdienste**

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

**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 142 032 – R 184 392 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid.

**Navrae met betrekking tot pos:** **Skakel Mnr TH Carstens, Bestuurder: Menslike Hulpbronne, by 023 615 8035**

### **Algemene Werker: Geboue**

Aansoeke word ingewag vir algemene werkers in die geboue instandhoudingspan. Die persone sal verantwoordelik wees vir verf van munisipale geboue, bouwerk, assisteer met houtwerk, teelwerk en loodgieterwerk sowel as enige ander instandhoudingswerk wat aan die instandhoudingspan toegeken word.

**Kwalifikasies/Ervaring:** Ondervinding van instandhoudingswerk

**Vergoeding:** R 104 904 – R 115 368 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**

# DIREKTORAAT FINANSIËLE DIENSTE

## Kontroleur: Krediteure

Kwalifikasies/ Ervaring:	Nasionale Diploma in Rekeningkunde/ Finansies; Kode B bestuurslisensie; 3 jaar toepaslike ondervinding; Die Munisipale Regulasies se Minimum Bevoegdheids vlakke sal as aanbeveling dien
Sleutelprestasie gebiede:	Implementeer uitgawebestuurstelsels en prosedures; Administreer en beheer van elektroniese betalings transaksies; Verantwoordelik vir relevante prosesse en aktiwiteite betrekking op goedkeurings van krediteure en kasboek betalings sowel as joernaal inskrywings; Verantwoordelik vir retensie register en kapitaal projekregister; Verantwoordelik vir "petty cash" betalings; Fasiliteer jaar-eindprosedure van finansiële state; Verantwoordelik vir VAT201 rekonsiliasie en deurgee op SARS efilig; Verantwoordelik vir bestuur en toesighouding van personeel; Interaksie met interne en eksterne ouditeure
Vergoeding:	R 245 100 – R 318 108 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>

## Snr Klerk: Data Vaslegging / Navrae

Kwalifikasies/ Ervaring:	Graad 12; 1 jaar toepaslike ervaring
Sleutelprestasie gebiede:	Verantwoordelik vir alle take wat verband hou met meters; Op- en Aflaai van meterinligting; Opstel van foutlyste; Verantwoordelik vir alle take in verband met debiteure; Maandelikse debiethettings; Opstel van joernale; Uitvoer van maandeind-prosesse; Opdatering van ACB-transaksies
Vergoeding:	R 142 032 – R 184 392 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>

## Snr Klerk: Krediteure

Kwalifikasies/ Ervaring:	Graad 12; 1 jaar toepaslike ervaring en spesifiek in krediteure
Sleutelprestasie gebiede:	Hanteer betalings van krediteure: Voorbereiding van fakture en prosessering van inligting op stelsel; Rekonsiliasie van krediteure rekeninge; Skakel met krediteure rakende enige navrae; Hantering van kasboekbetalings; Behulpsaam met kleinkas betalings; Behulpsaam met prosessering van joernale; Liasering van uitgawe bewysstukke en enige administratiewe take soos benodig.
Vergoeding:	R 142 032 – R 184 392 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>

## Snr Klerk: Salarisse

Kwalifikasies/ Ervaring:	Graad 12; 1 jaar toepaslike ondervinding en spesifiek van salaris stelsel/ betaalrol stelsels en salaris administrasie
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**Sleutelprestasië gebiede:** Hantering van die salaris administrasie van die Raad; Verwerking van alle salarisse en toelaes; Prosessering van salarisse; Betaling van aftrekkings aan derde partye; Pons van salaris informasie vanaf tydstate na bondels op die salarisstelsel; Hantering van interne en eksterne partye se navrae ten opsigte van salarisse; Assisteer met die balansering van die salaris kontrole rekening; Liasering van dokumentasie

**Vergoeding:** R 142 032 – R 184 392 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

**Navrae met betrekking tot pos:** **Skakel Mnr CJ Franken, Bestuurder: Uitgawe Dienste by 023 615 8041**

### **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 120 936 – R 156 228 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 INGENIEURSDIENSTE**

### **Superintendent: Elektries**

**Kwalifikasies/ Ervaring:** Gekwalifiseerde elektrisiën (Vaktoets geslaag); N3 kwalifikasie met 3 jaar munisipale ondervinding van 66 kV en 11 kV elektriese netwerke; Kode C1 bestuurslisensie; Ondervinding in die bestuur en programmering van grootmaat en kleinmaat elektriese meters; 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 kan doen

**Sleutelprestasië 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 341 580 – R 443 364 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**

### **Snr Tegnikus: Siviele Ingenieursdienste**

**Kwalifikasies/ Ervaring:** Nasionale Diploma in Siviele Ingenieurswese; Kode B bestuurslisensie; 5 jaar toepaslike ondervinding

**Sleutelprestasië gebiede:** Doen van ingenieursontwerpe van siviele dienste; Toesighouding gedurende konstruksie; Voorbereiding van planne en tenderdokumentasie vir konstruksiewerk; Assisteer die munisipale

instandhoudings span gedurende konstruksie; Hanteer klagtes en navrae; Opstel van planne en ontwerpe deur gebruik te maak van die ALLYCAD sisteem.

Vergoeding: R 341 580 – R 443 364 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid.

**Navrae met betrekking tot pos: Skakel Mnr CGH Posthumus, Bestuurder: Siviele Ingenieursdienste, by 023 615 8000**

### **Boubeheerbeampte (Heradvertering)**

Kwalifikasies/ Ervaring: Graad 12 plus drie jaar tersiêre 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 Nasionale Bouregulasies en Wet op Bou Standaard, Wet 103 van 1977, ingesluit die evaluering van bouplanne en werkbare begrip van die Wes-Kaapse Wet op Grondgebruikbeplanning 2014; Wetstoepassings Sertifikaat; Kode B bestuurslisensie; 8 jaar toepaslike ondervinding by 'n Plaaslike Owerheid

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 341 580 – R 443 364 per jaar asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid. Deelname aan essensiële vervoerskema

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

### **Bouinspekteurs (Heradvertering)**

Kwalifikasies/ Ervaring: Graad 12 plus 'n 3 jaar toepaslike kwalifikasie; 3 jaar toepaslike ondervinding verkieslik by 'n Plaaslike Owerheid; Kode B bestuurslisensie; Kennis van SANS 10400 en Nasionale Bouregulasies en Wet op Bou Standaard, Wet 103 van 1977, die evaluering van bouplanne en werkbare begrip van die Wes-Kaapse Wet op Grondgebruikbeplanning 2014

Sleutelprestasie gebiede: Alle bouaktiwiteite binne die Munisipale area te kontroleer (ingesluit algemene Wetstoepassing) 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 245 100 – R 318 108 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**

## Snr Klerk: Stadsbeplanning

Kwalifikasies/ Ervaring:	Graad 12; 2 jaar toepaslike ondervinding in die veld van Stadsbeplanning of verwante veld sal as aanbeveling dien
Sleutelprestasie gebiede:	Prosesseer grondgebruiksaansoeke; Voorbereiding van agendas, koördinerings van vergaderings en afneem van notules; Opstel van alle verslae rakende grondgebruik aansoeke; Finaliseer goedgekeurde/afgekeurde aansoeke; Opdaterring van Grondgebruik registers; Ander administratiewe funksies
Vergoeding:	R 142 032 – R 184 392 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid
Navrae met betrekking tot pos:	<b>Skakel Mnr JV Brand, Bestuurder: Stadsbeplanning, by 023 614 8003</b>

## Drywer Operateur: Trekker met sleepwa

Kwalifikasies/ Ervaring:	Graad 10 met 3 maande toepaslike ondervinding; Kode EB bestuurslisensie
Sleutelprestasie gebiede:	Versameling van vaste afval deur die volgende te doen naamlik bestuur van trekker om produkte en materiaal te vervoer; Inspekteer trekker en uitrusting voor en na ritte; Laai en aflaai van produkte en materiaal; Voltooi van interne prosedurele dokumentasie (logstate en voertuig kontrolelys); Observeer veiligheidsprosedures en regulasies gedurende bestuur van trekker
Vergoeding:	R 110 052 – R 138 768 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid
Navrae met betrekking tot pos:	<b>Skakel Mnr GM Slingers, Bestuurder: Vaste Afvalbestuur, by 023 616 8008</b>

## DIREKTORAAT GEMEENSKAP DIENSTE

### Sport Fasiliteite Beampte

Kwalifikasies/ Ervaring:	Graad 12; 3 jaar toepaslike ondervinding in Fasiliteite Bestuur; Kode B bestuurslisensie
Sleutelprestasie gebiede:	Skakel met sport kodes en klubs vir die optimale gebruik van sport fasiliteite; Verantwoordelik vir die bedryf en instandhouding van sport fasiliteite; Uitvoering van administratiewe take wat verband hou met sport fasiliteite; Bepaal langtermyn behoeftes en priorisering van behoeftes in lyn met goedgekeurde begroting; Verseker toepassing en voldoening aan sportbeleid
Vergoeding:	R 171 792 – R 222 924 per jaar asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid
Navrae met betrekking tot pos:	<b>Skakel Mev LJH April, Bestuurder: Gemeenskap Fasiliteite, by 023 626 8259</b>

**Sluitingsdatum:** 19 Oktober 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; **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 Januarie 2022 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:

## **DIRECTORATE CORPORATE SERVICES**

### **Ward Committee Co-ordinator**

Qualifications/ Experience: National Diploma in Public Administration; 3 years applicable experience; Code B driving licence

Key Performance Areas: Responsible for supervision of personnel; Assist with support to the office of the Speaker of the Council; Assist with the development of a ward committee system; Responsible for arrangements regarding Public Participation process; Administrative functions; Assisting with training and development of ward councillors, ward committees and community liaison workers; Assist with the compilation of the budget of the ward committees

Remuneration: R 245 100 – R 318 108 as well as normal benefits as applicable to a Local Authority

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

### **Secretary: Traffic Services**

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

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 142 032 – R 184 392 per annum and normal benefits as applicable to a Local Authority

**Enquiries regarding post:** **Contact Mr TH Carstens, Manager: Human Resources, at 023 615 8035**

### **General Worker: Buildings**

Applications are awaited for general workers in the building maintenance team. The persons will be responsible for, Painting of municipal buildings; Building work; Assist with carpentry, tiling and plumbing work as well as any general tasks allocated to the building maintenance team.

**Qualifications/ Experience:** Experience in building maintenance  
**Remuneration:** R 104 904 – R 115 368 per annum and normal benefits as applicable to a Local Authority

**Enquiries regarding post:** **Contact Mrs S Kotzé, Manager: Administrative Support, at 023 615 8019**

## **DIRECTORATE FINANCIAL SERVICES**

### **Controller: Creditors**

**Qualifications/ Experience:** National Diploma in Accounting/ Finance; Code B driving licence; 3 years appropriate experience; The Municipal Regulations on Minimum Competency levels will serve as recommendation

**Key Performance Areas:** Implement expenditure management policies and procedures; Administer and control electronic creditor payment transactions; Responsible for relevant processes and activities pertaining to authorisation of payments as well as journal entries; Responsible for retention register and capital project register; Responsible for petty cash payments; Facilitate year-end procedure of financial statements; Responsible for the VAT201 reconciliation and submission on SARS e-filing; Responsible for management and supervision of personnel; Interact with internal and external auditors

**Remuneration:** R 245 100 – R 318 108 per annum and normal benefits as applicable to a Local Authority

**Enquiries regarding post:** **Contact Mr CJ Franken, Manager: Expenditure Services at 023 615 8041**

### **Snr Clerk: Data Capturing / Enquiries**

**Qualifications/ Experience:** Grade 12; 1 year appropriate experience

**Key Performance Areas:** Responsible for all tasks relating to meters; Upload and download of meter details; Compiling Exception reports; Responsible for all tasks relating to debtors; Monthly debit raising, compiling journals; Does month end processes; Updates ACB-transactions-debit orders

**Remuneration:** R 142 032 – R 184 392 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**

### **Snr Clerk: Creditors**

**Qualifications/ Experience:** Grade 12; 1 year appropriate experience and specific in creditors

**Key Performance Areas:** Handling payments of creditors: Preparation of invoices and processing of information on the system; Reconciliation of creditors accounts; Contact creditors regarding any enquiries; Handling of cashbook payments; Assist with petty cash payments; Assist with processing of

journals; Filing of expenses documentation and any other administrative task as required.

Remuneration: R 142 032 – R 184 392 as well as normal benefits as applicable to a Local Authority

**Enquiries regarding post: Contact Mr CJ Franken, Manager: Expenditure Services at 023 615 8041**

### **Snr Clerk: Salaries**

Qualifications/ Experience: Grade 12; 1 year appropriate experience specific in salary system/ payroll system and salary administration.

Key Performance Areas: Handling the salary administration of the Council; Processing of all salaries and allowances; Processing the deductions from salaries; Payments of deductions and levies to third parties; Punch of salary information from time sheets to batches in salary system; Handle queries of internal and external parties in connection with salaries; Assist with the balancing of the salary control account; Filing of documentation.

Remuneration: R 142 032 – R 184 392 per annum and normal benefits as applicable to a Local Authority

**Enquiries regarding post: Contact Mr CJ Franken, Manager: Expenditure Services at 023 615 8041**

### **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 120 936 – R 156 228 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 ENGINEERING SERVICES**

### **Superintendent: Electrical**

Qualifications/ Experience: Qualified electrician (Passed Trade test); N3 qualification with 3 years municipal experience on 66 kV and 11 kV electrical networks; Code C1 driving licence; Experience in the manage and programming of large & small power electrical meters; 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 externally with public

Remuneration: R 341 580 – R 443 364 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**

### **Snr Technician: Civil Engineering Services**

**Qualifications/ Experience:** National Diploma in Civil Engineering Services; Code B driving licence; 5 years appropriate experience.

**Key Performance Areas:** Do engineering designs of civil services; Supervise during construction; Prepare plans and tender documents for the construction work; Assist the municipal maintenance team during construction; Attend to complaints and enquiries; Create drawings of designs on computer using the ALLYCAD system.

**Remuneration:** R 341 580 – R 443 364 per annum and normal benefits as applicable to a Local Authority

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

### **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 National Building Regulations and Building Standards Act, 103 of 1977, including evaluation of building plans and workable knowledge of the Western Cape Land Use Planning Act 2014; ; Law Enforcement Certificate; Code B driving licence; 8 years applicable experience at 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 341 580 – R 443 364 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; Knowledge of SANS10400 and National Building Regulations and Building Standards Act, 103 of 1977, including evaluation of building plans and workable knowledge of the Western Cape Land Use Planning Act 2014; Computer literate

**Key Performance Areas:** To control (including general Law Enforcement) 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 245 100 – R 318 108 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**

## **Snr Clerk: Town Planning**

Qualifications/ Experience: Grade 12; 2 years appropriate experience in the field of Town Planning of related professions will serve as recommendation

Key Performance Areas: Process Land Use applications; Preparing agendas, co-ordinate meetings and taking minutes; Compile all reports re Land Use Applications; Finalizes approved / not approved applications; Updating Land Use registers; Other administrative functions

Remuneration: R 142 032 – R 184 392 as well as normal benefits as applicable to a Local Authority

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

## **Driver Operator: Tractor with skip trailer**

Qualifications/ Experience: Grade 10 and 3 months applicable experience; Code EB driving licence

Key Performance Areas: Collection of waste by doing the following namely drives tractor, to transport product and materials; Inspects tractor and equipment before and after trips; Loads and unloads products and material; Completes internal procedural documentation (log sheets and vehicle checklist); Observes safety procedures and regulations during the operation of tractor

Remuneration: R 110 052 – R 138 768 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**

## **DIRECTORATE COMMUNITY SERVICES**

### **Sport Facilities Officer**

Qualifications/ Experience: Grade 12; 3 years relevant experience; Code B driving licence

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 171 792 – R 222 924 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:** 19 October 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; **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 January 2022 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