

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

Kantoor Hoof: Uitvoerende Burgemeester

Kwalifikasies/ Ervaring:	Graad 12; Toepaslike Nasionale Diploma of Graad; Kode B Bestuurslisensie; Rekenaargeletterd; Ten minste 3 jaar toepaslike ondervinding; Goeie interpersoonlike en kommunikasievaardighede
Sleutelprestasie gebiede:	Mobilisering van belangegroep; Hantering van interne en eksterne kommunikasie in die Kantoor van die Uitvoerende Burgemeester; Opstel van toesprake vir die Uitvoerende Burgemeester; Verantwoordelik vir die beplanning; administrasie en koördinerende van strategiese ondersteuning vir die Uitvoerende Burgemeester om bystand te verleen vir sy konstitusionele, uitvoerende en politieke verantwoordelikhede; Leiding en bestuur van alle personeel in die Kantoor van die Uitvoerende Burgemeester om effektiwiteit te verseker; Hantering van hoë vlak en konfidensiële korrespondensie namens die Uitvoerende Burgemeester wat nie politieke advies vereis nie, maar 'n direkte reaksie van die Uitvoerende Burgemeester; Verantwoordelik om skakeling te fasiliteer tussen die Uitvoerende Burgemeester en administrasie; Fasiliteer en voorsien administratiewe en politieke ondersteuning vir die Uitvoerende Burgemeester met betrekking tot alle funksies in die Uitvoerende Burgemeester se kantoor.
Status:	Kontrakpos (Gekoppel aan die termyn van die Uitvoerende Burgemeester)
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:	Skakel Mnr AG Brönn, Assistent Bestuurder: Regering Ondersteuning, by 023 615 2219

Persoonlike Assistent: Kantoor van die Uitvoerende Onder Burgemeester

Kwalifikasies/ Ervaring:	Graad 12 plus twee jaar se opleiding in Sekretarieel; 2 jaar toepaslike ondervinding as PA vir senior persoon; Rekenaargeletterd
Sleutelprestasie gebiede:	Uitvoer van administratiewe pligte; Reël van afsprake en byhou van Uitvoerende Onder Burgemeester se dagboek; Skakeling, koördinerende en organisering van alle aktiwiteite van die Uitvoerende Onder Burgemeester insluitende reisreëlings; Hantering van alle telefoonoproepe van die Uitvoerende Onder Burgemeester; Aanspreeklik vir netheid van Uitvoerende Onder Burgemeester se kantoor; Byhou van rekords en neem van notules; Verseker sekretariële ondersteuningsdiens; Verseker vertroulikheid
Status:	Kontrakpos (Gekoppel aan die termyn van die Uitvoerende Onder Burgemeester)
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 Mnr AG Brönn, Assistent Bestuurder: Regering Ondersteuning, by 023 615 2219

Persoonlike Assistent: Kantoor van die Speaker

Kwalifikasies/ Ervaring: Graad 12 plus twee jaar toepaslike opleiding in Sekretariële en administratiewe funksies; 2 jaar toepaslike ondervinding as PA vir senior persoon; Rekenaargeletterd

Sleutelprestasie gebiede: Uitvoer van administratiewe pligte; Reël van afsprake en byhou van Speaker se dagboek; Skakeling, ko-ordinering en organisering van alle aktiwiteite van die Speaker insluitende reisreëlings; Hantering van alle telefoonoproepe van die Speaker; Aanspreeklik vir netheid van Speaker se kantoor; Verseker vertroulikheid; Bywoon van sommige funksies en vergaderings na ure in opdrag van Speaker

Status: Kontrakpos (Gekoppel aan die termyn van die Speaker)

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 Mnr AG Brönn, Assistent Bestuurder: Regering Ondersteuning, by 023 615 2219

Persoonlike Assistent: Burgemeester Komitee (BK) lede

Kwalifikasies/ Ervaring: Graad 12 plus twee jaar toepaslike opleiding in Sekretariële en administratiewe funksies; 2 jaar toepaslike ondervinding as PA vir senior persoon; Rekenaargeletterd

Sleutelprestasie gebiede: Uitvoer van administratiewe pligte; Reël van afsprake en byhou van BK lede se dagboek; Skakeling, ko-ordinering en organisering van alle aktiwiteite van die BK lede insluitende reisreëlings; Hantering van alle telefoonoproepe van die BK lede; Aanspreeklik vir netheid van die BK lede se kantore; Verseker vertroulikheid;

Status: Kontrakpos (Gekoppel aan die termyn van die BK lede)

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 Mnr AG Brönn, Assistent Bestuurder: Regering Ondersteuning, by 023 615 2219

Sekretaris / Drywer: Uitvoerende Burgemeester

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

Sleutelprestasie gebiede: Uitvoer van alle sekretariële pligte vir Uitvoerende Burgemeester; Administratiewe funksies verrig; Reël van afsprake en byhou van Uitvoerende Burgemeester se dagboek; Skakeling, ko-ordinering en organisering van alle aktiwiteite van Uitvoerende Burgemeester; Hantering van alle telefoonoproepe van die Uitvoerende Burgemeester; Verseker vertroulikheid; Verseker drywer funksie vir die Uitvoerende Burgemeester

Status: Kontrakpos (Gekoppel aan die termyn van die Uitvoerende Burgemeester)

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 Mnr AG Brönn, Assistent Bestuurder: Regering Ondersteuning, by 023 615 2219

Sluitingsdatum: 7 Desember 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 Maart 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) 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

Office Head: Executive Mayor

Qualifications/ Experience:	Grade 12; Appropriate National Diploma or Degree; Code B driver's license; Computer literate; At least three years applicable experience; Good interpersonal and communication skills.
Key Performance Areas:	Stakeholder Mobilisation; Handling of internal and external communication in the Office of the Executive Mayor; Draft Speeches for the Executive Mayor; Responsible for planning, administering and coordinating strategic support services to the Executive Mayor to assist in the fulfilment of his constitutional, executive and political responsibilities; Lead and manage all staff in the Office of the Executive Mayor to ensure efficiency and/or effectiveness in the Office of the Executive Mayor; Deal with high-level and confidential correspondence on behalf of the Executive Mayor that does not require political advice, but requires a direct response from the Executive Mayor; Be responsible to facilitate interface between Executive Mayor and administration; Facilitate and provide administrative and political support to the Executive Mayor with regard to all functions in the Executive Mayor's Office.
Status:	Contract post (Coupled to the term of the Executive Mayor)
Remuneration:	R 171 792 – R 222 924 per annum and normal benefits as applicable to a Local Authority
Enquiries regarding post:	Contact Mr AG Brönn, Assistant Manager: Governance Support 023 615 2219

Personal Assistant: Office of the Deputy Mayor

Qualifications/ Experience:	Grade 12 plus two years post tertiary training in Secretarial and a minimum of 2 years experience as a PA to a senior executive; Computer literacy
Key Performance Areas:	Perform administrative duties; Arrange appointments and co-ordinate the Deputy Mayor's diary; Liaise, organize and co-ordinate all activities of the Deputy Mayor's office, including travel arrangements; Handle all telephone calls of the Deputy Mayor; Be accountable for the general tidiness and image of the Deputy Mayor's office; Arrange records and keep minutes at meetings; Perform any other work-related duties in the Deputy Mayor's office; Deliver secretarial support services to the Deputy Mayor; Ensure confidentiality
Status:	Contract post (Coupled to the term of the Deputy Mayor)
Remuneration:	R 120 936 – R 156 228 per annum and normal benefits as applicable to a Local Authority

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

Personal Assistant: Office of the Speaker

Qualifications/ Experience: Grade 12 plus two years applicable training in Secretarial and administrative functions; 2 years experience as a PA to a senior executive; Computer literacy

Key Performance Areas: Perform administrative duties; Arrange appointments and co-ordinate the Speaker's diary; Liaise, organize and co-ordinate all activities of the Speaker's office, including travel arrangements; Handle all telephone calls of the Speaker; Be accountable for the general tidiness and image of the Speaker's office; Arrange records and keep minutes at meetings; Perform any other work-related duties in the Speaker's office; Ensure confidentiality; Attending of some functions and meetings after hours on instruction by the Speaker

Status: Contract post (Coupled to the term of the Speaker)

Remuneration: R 120 936 – R 156 228 per annum and normal benefits as applicable to a Local Authority

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

Personal Assistant: Mayco Members

Qualifications/ Experience: Grade 12 plus two years applicable training in Secretarial and administrative functions; 2 years experience as a PA to a senior executive; Computer literacy

Key Performance Areas: Perform administrative duties; Arrange appointments and co-ordinate the Mayco Members' diary; Liaise, organize and co-ordinate all activities of the Mayco Members office, including travel arrangements; Handle all telephone calls of the Mayco Members; Be accountable for the general tidiness and image of the Mayco Members offices; Arrange records and keep minutes at meetings; Perform any other work-related duties in the Mayco Members office; Ensure confidentiality

Status: Contract post (Coupled to the term of the Mayco Members)

Remuneration: R 120 936 – R 156 228 per annum and normal benefits as applicable to a Local Authority

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

Secretary / Driver: Executive Mayor

Qualifications/ Experience: Grade 12; Secretarial Diploma will be a preference; 2 years applicable experience; Computer literate; Code B driver's licence.

Key Performance Areas: Execute all secretarial duties of Executive Mayor; Administrative functions; Arrange appointments and co-ordinate the Executive Mayor's diary; Liaise, co-ordinate and organize all activities of the Executive Mayor; Handle all telephone calls of the Executive Mayors; Ensure confidentiality; Ensure a driver function for the Executive Mayor.

Status: Contract post (Coupled to the term of the Executive Mayor)

Remuneration: R 120 936 – R 156 228 per annum and normal benefits as applicable to a Local Authority

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

Closing date: 7 December 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 March 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) 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