

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

DIREKTORAAT INGENIEURSDIENSTE

Erratum:

Snr Tegnikus: Siviele Ingenieursdienste geadverteer op 29 Januarie 2022 word as volg aangepas:

Assistent Bestuurder: Siviele Ingenieursdienste

Vergoeding:	R 384 540 – R 499 176 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 CGH Posthumus, Bestuurder: Siviele Ingenieursdienste, by 023 615 8000

DIREKTORAAT FINANSIËLE DIENSTE

Erratum:

Klerk: Finansiële State geadverteer op 1 Februarie 2022 word as volg aangepas:

Snr Klerk: Finansiële State (Heradvertering)

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 Mev AJ Swarts, Bestuurder: Begrotingskantoor by 023 615 8032**

DIREKTORAAT GEMEENSKAP DIENSTE

Snr Klerk: Behuising

Kwalifikasies/ Ervaring: Graad 12; 1 jaar toepaslike ondervinding; Kode B bestuurslisensie
Sleutelprestasie gebiede: Hanteer navrae en klagtes vanaf die publiek; Doen inspeksies en ondersoeke; Doen administrasie mbt die oorplasing van huise, die allokering van nuwe huise en huurverkope
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 Mev MB Brown, Bestuurder: Behuising Administrasie, by 023 626 8200**

Sluitingsdatum: 22 Februarie 2022 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 Mei 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

DIRECTORATE ENGINEERING SERVICES

Erratum

Snr Technician: Civil Engineering Services as advertised on 29 January 2022 with the following amendments:

Assistant Manager: Civil Engineering Services

Remuneration:	R 384 540 – R 499 176 per annum and normal benefits as applicable to a Local Authority. Participation in perk vehicle scheme.
Enquiries regarding post:	Contact Mr CGH Posthumus, Manager: Civil Engineering Services, at 023 615 8000

DIRECTORATE FINANCIAL SERVICES

Erratum

Clerk: Financial Statements as advertised on 1 February 2022 with the following amendments:

Snr Clerk: Financial Statements (Re-advertisement)

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

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

DIRECTORATE COMMUNITY SERVICES

Snr Clerk: Housing

Qualifications/ Experience: Grade 12; 1 year appropriate experience; 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 142 032 – R 184 392 per annum and normal benefits as applicable to a Local Authority

Enquiries regarding post: **Contact Mrs MB Brown, Manager: Housing Administration, at 023 626 8200**

Closing date: 22 February 2022 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 May 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