

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

Oproepsentrum Operateur

Kwalifikasies/ Ervaring: Graad 12; 1 jaar toepaslike ondervinding; Telefoonetiket; Goeie kommunikasievermoë; Goeie Organisasievermoë; Rekenaargeletterd; Uitsonderlike oordeelsvermoë onder druk.

Sleutelprestasie gebiede: Navrae en klagtes van die publiek hanteer; Oorhandiging, opvolg en kontrolering van klagtes en navrae; Akkurate rekordhouding van telefoonoproep; Kontak buite instansies en koördinerings van noodrespons (bv. Brandweerdienste, ambulansdienste, verkeersdienste)

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

DIREKTORAAT FINANSIËLE DIENSTE

Kontroleur: Salarisse

Kwalifikasies/ Ervaring: Nasionale Diploma in Rekeningkunde/ Finansies (NQF6); Kode B bestuurslisensie; Rekenaarvaardig; 3 jaar toepaslike ondervinding; Die Munisipale Regulasies se Minimum Bevoegdheids vlakke sal as aanbeveling dien

Sleutelprestasie gebiede: Verantwoordelik vir hantering van salaris administrasie en verwante aangeleenthede; Kontrolering van salaris en Raadslede se toelaes; Administratiewe take; Rapportering van salaris en verwante aangeleenthede; Interaksie met interne en eksterne ouditeure; Verantwoordelik vir maandelikse/ jaarlikse SARS rekonsiliasies en indiening op SARS e@filing; Verantwoordelik vir alle oorbetalings na derde partye; Jaareinde prosedures van salaris om finansiële state se opstelling te fasiliteer; Verantwoordelik vir bestuur van personeel onder u beheer

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 CJ Franken, Bestuurder: Uitgawe Dienste by 023 615 8041**

DIREKTORAAT GEMEENSKAP DIENSTE

Superintendent: Gemeenskap Fasiliteite (Heradvertering)

Kwalifikasies/Ervaring:	Nasionale Diploma in Publieke Administrasie/ Fasiliteite Bestuur (NQF6); Rekenaargeletterd; Kode B bestuurslisensie; 3 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 245 100 – R 318 108 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

DIREKTORAAT INGENIEURSDIENSTE & GEMEENSKAP DIENSTE

Algemene Werkers

Aansoeke word ingewag vir algemene werkers te Langeberg Munisipaliteit. Die persone sal verantwoordelik wees vir alle algemene werk in die Ingenieursdienste en Gemeenskapdienste direktorate in die Langeberg area.

Kwalifikasies/Ervaring:	Geen
Vergoeding:	R 104 904 – R 115 368 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid
Navrae met betrekking tot poste:	Skakel die Menslike Hulpbronne afdeling by 023 615 8033, 8034 of 8036

Sluitingsdatum: 8 Maart 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

Call Centre Operator

Qualifications/ Experience:	Grade 12; 1 year applicable experience; Telephone etiquette; Good communication skills; Good organizational skills; Computer literacy; Considerable judgement under pressure.
Key Performance Areas:	Handling enquiries and complaints from the public; Handling over, follow up and controlling of complaints and enquiries; Accurate record keeping of telephone calls; Contact outside agencies and coordination of emergency response (i.e. fire services, ambulance services and traffic services)
Remuneration:	R 142 032 – R 184 392 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 FINANCIAL SERVICES

Controller: Salaries

Qualifications/ Experience:	National Diploma in Accounting/ Finance (NQF6); Code B Drivers licence; Computer literate; 3 years appropriate experience; The Municipal Regulations on Minimum Competency levels will serve as recommendation.
Key Performance Areas:	Responsible for handling of salary administration and related issues; Controlling of salaries and councillor allowances; Administration duties; Reporting of salaries and related issues; Interact with the internal and external auditor; Responsible for monthly/ yearly SARS reconciliations and submission on SARS e@filing; Payments of third parties; Year-end procedure of salaries to facilitate the production of the financial statements and the management of personnel under your control
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

DIRECTORATE COMMUNITY SERVICES

Superintendent: Community Facilities (Re-advertisement)

Qualifications/Experience:	National Diploma in Public Administration/ Facilities Management (NQF6); Computer Literate; Code B driving licence; 3 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 241 500 – R 318 108 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

DIRECTORATE ENGINEERING SERVICES & COMMUNITY SERVICES

General Workers

Applications are awaited for general workers in the Langeberg Municipality. The persons will be responsible for all general work in the Engineering Services & Community Services directorates in the Langeberg area.

Qualifications/ Experience:	None
Remuneration:	R 104 904 – R 115 368 per annum and normal benefits as applicable to a Local Authority
Enquiries regarding post:	Contact the Human Resources section at 023 615 8033, 8034 or 8036

Closing date: 8 March 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

