

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 (Heradvertering)**

Kwalifikasies/ Ervaring:	B Graad in Oudit/ Rekeningkunde/ Interne Oudit (NQF7); 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; 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 audits; 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
Standplaas:	Ashton
Status:	Permanente aanstelling
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:	<b>Skakel Mnr A Mati, Hoof Uitvoerende Oudit, by 023 615 8004</b>

### **Interne Ouditeur**

Kwalifikasies/ Ervaring:	Nasionale Diploma in Oudit/ Rekeningkunde/ Interne Oudit (NQF6); 2 jaar ondervinding in 'n oudit omgewing Kennis van Plaaslike Regering Wetgewing, beleide en prosesse; Kode B bestuurslisensie; Registrasie by die Instituut van Interne Ouditeure; Risiko gebaseerde oudit ondervinding; Kennis van die Internasionale Standaard van Professionele Praktyk vir Interne Oudit; Toesighouding van personeel; Verslagdoening en aanbiedingsvaardighede
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

Standplaas: Ashton  
Status: Permanente aanstelling  
Vergoeding: R 289 308 – R 377 752 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**

### **Wykskomitee Ko-ordineerder (Heradvertering)**

Kwalifikasies/ Ervaring: Nasionale Diploma in Publieke Administrasie (NQF6); 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

Standplaas: Ashton  
Status: Permanente aanstelling  
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**

### **Superintendent: Verkeersdienste (Heradvertering)**

Kwalifikasies/ Ervaring: Graad 12 plus tersiêre kwalifikasie in verkeer (NQF6); Diploma as Verkeersbeampte; Diploma as Wetstoepasser; 3-4 jaar toepaslike ervaring; Toetsbeampte vir Bestuurderslisensies en Ondersoeker van Voertuie Graad A; Registrasie in terme van kwalifikasies; Geldige kode EC-A rybewys en Professionele Bestuurspermit (PRDP); Deeglike kommunikasievaardighede; Sterk administratiewe vaardighede, organisasie vermoë, analitiese en probleem oplosing vaardighede beskik en onder druk kan werk; Goeie interpersoonlike verhoudinge kan handhaaf; Verslagskryf en voorleggingsvaardighede; Rekenaarvaardig wees; Bystand diens verrig en werk soms in onveilige toestande

Sleutelprestasie gebiede: Identifisering van padveiligheidsstrategieë; Koördinerings en monitoring van wetstoepassingsaktiwiteite vir implementering van statutêre wette en verordeninge vir publieke veiligheid; Optree as Toetsbeampte vir Bestuurderslisensies en Ondersoeker van Voertuie soos benodig; Skakel met Departement van Justisie (hofseksie) oor verkeersaangeleenthede; Beheer en monitor Publieke Vervoer (padvervoerpermitte) en smouse; Verantwoordelik vir bestuurstoetsing

oor verkeersaktiwiteite; Byhou van registers; Instandhouding van padmerke en padtekens in Munisipale area

Standplaas: Ashton  
Status: Permanente aanstelling  
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 AJ Dondolo, Assistent Bestuurder: Verkeersdienste, by 023 615 8053**

### **Verkeersbeampte**

Kwalifikasies/ Ervaring: Graad 12; Gekwalifiseerde verkeersbeampte (Verkeers Diploma); Ongeëndoseerde geldige Kode EB bestuurslisensie; Ondersoeker van voertuie/ Bestuurslisensie Graad A sal as aanbeveling dien; Twee jaar toepaslike ondervinding; Bereid om skofte en oortyd oor naweke te werk; Goeie gesondheid in ooreenstemming met die fisiese vereistes van die werk

Sleutelprestasie gebiede: Onderneem verkeerswetstoepassing deur benutting van gevorderde tegnologie; Reguleer verkeer; Assisteer in die administrasie en prosessering van verkeersoortredings; Lewer uitspraak oor verkeersoortredings en hanteer navrae vanaf die publiek; Verleen algemene ondersteuning aan die Verkeersdepartement; Voer hofverpligtinge uit; Onderrig gee aan skole

Standplaas: Ashton  
Status: Permanente aanstelling  
Vergoeding: R 217 680 – R 282 564 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**

### **Klerk: Lisensiëring**

Kwalifikasies/ Ervaring: Graad 12; Kennis van NATIS stelsel sal as aanbeveling dien; Rekenaargeletterd.

Sleutelprestasie gebiede: Registrasie van motorvoertuie; Neem van besprekings vir leerling- en bestuurderslisensies; Konsolidering van inkomende gelde

Standplaas: Ashton  
Status: Permanente aanstelling  
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 VD Arendse, Superintendent: E-Natis, by 023 615 8900**

## **DIREKTORAAT FINANSIËLE DIENSTE**

### **Kontroleur: Hulpdienste**

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: Administreer kapitaalprojekte en lenings per Algemene Grootboek; Bestuur en beheer van bank rekonsiliasie; Bestuur en beheer van Algemene Grootboek; Assisteer met samestelling van finansiële state; Bestuur van beleggings; Verantwoordelik vir bestuur van personeel onder u beheer

Standplaas: Ashton  
Status: Permanente aanstelling  
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 AJ Swarts, Bestuurder: Begrotingskantoor by 023 615 8032**

### **Kontroleur: Salarisse (Heradvertering)**

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 salarisse en Raadslede se toelaes; Administratiewe take; Rapportering van salarisse 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 salarisse om finansiële state se opstelling te fasiliteer; Verantwoordelik vir bestuur van personeel onder u beheer

Standplaas: Ashton  
Status: Permanente aanstelling  
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**

### **Snr Klerk: Kredietbeheer**

Kwalifikasies/ Ervaring: Graad 12; 1 jaar toepaslike ondervinding; Kode B Bestuurslisensie  
Sleutelprestasie gebiede: Toepassing van kredietbeheerbeleid; Uitreiking van aanmanings; Invordering van uitstaande gelde; Toepassing van deernisbeleid; Hanteer navrae en klagtes

Standplaas: Ashton  
Status: Permanente aanstelling  
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 ZS Qhanqisa, Bestuurder: Inkomste Dienste, by 023 615 8042**

## **DIREKTORAAT INGENIEURSDIENSTE**

### **Boubeheerbeampte (Heradvertering)**

Kwalifikasies/ Ervaring: Graad 12 plus drie jaar tersiêre opleiding (NQF6) 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; 8 jaar toepaslike ondervinding by 'n Plaaslike Owerheid met bewese rekord van bestuurservaring; 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; Rekenaargeletterd

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

Standplaas: Montagu  
Status: Permanente aanstelling  
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**

### **Superintendent: Vaste Afvalbestuur**

Kwalifikasies/ Ervaring: Graad 12 plus 'n erkende kwalifikasie in afvalbestuur is 'n essensiële vereiste (NQF6); 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 oorlaaistatie; 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 sindelikeid van die omgewing.

Standplaas: Bonnievale  
Status: Permanente aanstelling  
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 GM Slingers, Bestuurder: Vaste Afvalbestuur, by 023 616 8008**

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

Kwalifikasies/ Ervaring: Graad 12; 3 jaar toepaslike ondervinding; Kode B bestuurslisensie

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

Standplaas: Bonnievale  
Status: Permanente aanstelling  
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 CGH Posthumus, Bestuurder: Siviele Ingenieursdienste, by 023 615 8000**

### **Proses Kontroleerder: Riool (Heradvertering)**

Kwalifikasies/ Ervaring: Graad 12; Water & Riool Proseskontrole (NQF3) sal as aanbeveling dien; Moet bereid wees om skofte in nag en oor naweke te verrig; 2 jaar toepaslike ondervinding.

Sleutelprestasie gebiede: Beheer die hoof-rioolvloekanaal; Hou toesig oor die funksionering van die vloeimeter; Hou toesig oor die funksionering van die besinkingstenk, verkeertenk en biologiese filters; Hou toesig oor die funksionering van

die besproeiingspomp; Verrig administratiewe funksies; Akkurate rekordhouding doen; Rapportering van alle tekortkominge by die rioolwerke aan die toesighouer

Standplaas: Ashton  
Status: Permanente aanstelling  
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 CGH Posthumus, Bestuurder: Siviele Ingenieursdienste, by 023 615 8000**

## **DIREKTORAAT GEMEENSKAP DIENSTE**

### **Sport Fasiliteite Beampte (Heradvertering)**

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

Standplaas: Robertson  
Status: Permanente aanstelling  
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 Mev LJH April, Bestuurder: Gemeenskap Fasiliteite, by 023 626 8259**

### **Sekretaresse – Bestuurder: Behuising**

Kwalifikasies/ Ervaring: Graad 12; 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

Standplaas: Robertson  
Status: Permanente aanstelling  
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 8058**

### **Toesighouer: Parke (Heradvertering)**

Kwalifikasies/ Ervaring: Graad 12; Kode B bestuurslisensie; 3 jaar toepaslike tuinboukunde ondervinding

Sleutelprestasie gebiede: Toesighouding en leiding van ondergeskiktes; Toepassing van dissiplinêre kode; Verrig van administratiewe funksies; Beheer van voertuie en toerusting; Toesighouding oor skoonmaak en instandhouding van parke en tuine; Toesighouding oor besproeiing van landskap areas; Hanteer navrae en klagtes van publiek

Standplaas: Robertson  
Status: Permanente aanstelling

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 AC Manjati, Bestuurder: Parke & Geriewe, by 023 626 8254**

**Die vergoeding soos aangedui teenoor die poste sluit nie die verhoging van 4.9% vanaf 1 Julie 2022 in nie.**

**Sluitingsdatum:** 21 Junie 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](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. Die aansoekvorm is op die munisipale webwerf ([www.langeberg.gov.za](http://www.langeberg.gov.za)) en by alle munisipale kantore beskikbaar.

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 Augustus 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 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. Indiensneming sal onderworpe aan die onderteiking van dienskontrakte en prestasie-ooreenkomste geskied, ingevolge Artikel 57 van die Munisipale Stelselwet asook openbaarmaking van finansiële belange.

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 (Re-advertisement)**

Qualifications/ Experience: Appropriate B Degree in Auditing/Accounting/Internal Audit (NQF7); 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.

Place of work: Ashton

Status: Permanent appointment

Remuneration: R 341 580 – R 443 364 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/ Internal Auditing (NQF6); 2 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



Key Performance Areas:

audit experience; Knowledge of the International Standards for Professional Practice of Internal Auditing; Supervision of personnel; Reporting and presentation skills; Risk based audit experience; 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

Place of work:

Ashton

Status:

Permanent appointment

Remuneration:

R 289 308 – R 377 752 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**

### **Ward Committee Co-ordinator (Re-advertisement)**

Qualifications/ Experience:

National Diploma in Public Administration (NQF6); 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

Place of work:

Ashton

Status:

Permanent appointment

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**

### **Superintendent: Traffic Services (Re-advertisement)**

Qualifications/ Experience:

Grade 12 plus tertiary qualification in traffic (NQF6); Diploma as Traffic Officer. Diploma as Law Enforcement Officer. 3-4 years appropriate experience; Examiner of Driving licenses Grade A and Examiner of Vehicles Grade A; Registered in terms of above qualifications; Code EC-A driving licence; Thorough communication skills; Strong

administrative skills, organizing skills, analytical and problem solving skills, and working under pressure; Good interpersonal relations; Report writing and presentation skills; Computer literate; Execute standby duties and working under unsafe circumstances

**Key Performance Areas:** Responsible for basic management functions, planning, organizing, leading and control. Identifying of road safety strategies; Co-ordination and monitoring of law enforcement activities for planned and approved law enforcement activities; Act as Examiner of Driving licenses and Examiner of Vehicles as required; Liaise with Department of Justice regarding traffic matters; Control and monitor Public Transport (road transport permits) and hawkers; Responsible for supervision on traffic activities; Keeping of registers; Maintenance of road markings and road signs in Municipal area

**Place of work:** Ashton  
**Status:** Permanent appointment  
**Remuneration:** R 245 100 – R 318 108 per annum and normal benefits as applicable to a Local Authority

**Enquiries regarding post:** **Contact Mr AJ Dondolo, Assistant Manager: Traffic Services, at 023 615 8053**

### **Traffic Officer**

**Qualifications/ Experience:** Grade 12; Qualified traffic officer (Traffic Diploma); Unendorsed Code EB driver's license; Examiner of vehicles/ Examiner of Drivers licences Grade A will serve as recommendation; Two years appropriate experience; Willingness to work shifts and overtime on weekends; Proven good health in line with the physical requirements of the post

**Key Performance Areas:** Undertake traffic law enforcement by using advanced technology; Regulate traffic; Assist in the administration and processing of traffic infringements; Adjudicate offences and deal with public enquiries; Provide general operational support to the Traffic Department; Execute court duties; Giving training to schools

**Place of work:** Ashton  
**Status:** Permanent appointment  
**Remuneration:** R 217 680 – R 282 564 per annum and normal benefits as applicable to a Local Authority

**Enquiries regarding post:** **Contact Mr AJ Dondolo, Assistant Manager: Traffic Services, at 023 615 8053**

### **Clerk: Licensing**

**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 driver's licenses; Consolidate banking.

**Place of work:** Ashton  
**Status:** Permanent appointment  
**Remuneration:** R 120 936 – R 156 228 per annum and normal benefits as applicable to a Local Authority

**Enquiries regarding post:** **Contact Mrs VD Arendse, Superintendent: E-Natis, at 023 615 8900**

## **DIRECTORATE FINANCIAL SERVICES**

### **Controller: Auxiliary Services**

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: Administer capital projects and loans per General Ledger; Manage and control bank reconciliation; Manage and control General Ledger; Assist with compilation of financial statements; Manage investments; Responsible for management of personnel under your control

Place of work: Ashton

Status: Permanent appointment

Remuneration: R 245 100 – R 318 108 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**

### **Controller: Salaries (Re-advertisement)**

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

Place of work: Ashton

Status: Permanent appointment

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: 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

Place of work: Ashton

Status: Permanent appointment

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

# **DIRECTORATE ENGINEERING SERVICES**

## **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; 8 years applicable experience at a Local Authority with proven record of management experience; 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 license; 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

Place of work: Montagu  
Status: Permanent appointment  
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**

## **Superintendent: Solid Waste Management**

Qualifications/ Experience: Grade 12 plus a recognized qualification in waste management is an essential requirement (NQF6); 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.

Place of work: Bonnievale  
Status: Permanent appointment  
Remuneration: R 245 100 – R 318 108 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: Water (Re-advertisement)**

Qualifications/ Experience: Grade 12; 3 years applicable experience; Code B 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

Place of work: Bonnievale  
Status: Permanent appointment  
Remuneration: R 171 792 – R 222 924 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**

### **Process Controller: Sewerage (Re-advertisement)**

**Qualifications/ Experience:** Grade 12; Water & Wastewater Process Control (NQF3) will serve as recommendation; Must be able to work shifts during the night and over weekends; 2 years applicable experience.

**Key Performance Areas:** Control the main sewer inflow canal; Oversee the functioning of the inflow recorder; Oversee the functioning of the settling tanks, sludge tanks and biological filters; Oversee the functioning of irrigation water pumps; Execute administrative functions; Do accurate record keeping; Report all shortcomings at the plant to the supervisor.

**Place of work:** Ashton

**Status:** Permanent appointment

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

## **DIRECTORATE COMMUNITY SERVICES**

### **Sport Facilities Officer (Re-advertisement)**

**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

**Place of work:** Robertson

**Status:** Permanent appointment

**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**

### **Secretary – Manager: Housing**

**Qualifications/ Experience:** Grade 12; 2 years applicable experience; Computer literate

**Key Performance Areas:** Execute all administrative duties; Execute duties as secretary for the Manager: Housing; Handling of telephone calls; Responsible for the smooth running of the department; Collect and distribution of information within the department; Doing typing and filing work within the department

**Place of work:** Robertson

**Status:** Permanent appointment

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

**Enquiries regarding post:** **Contact Mrs MB Brown, Manager: Housing Administration, at 023 626 8058**

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

Qualifications/ Experience:	Grade 12; Code B driving licence; 3 years applicable horticulture experience
Key Performance Areas:	Supervise and leads subordinates; Apply disciplinary code; Do administration tasks; Control vehicles and equipment; Supervise over cleaning and maintenance of parks and gardens; Supervise irrigation of landscaped areas; Handle enquiries and complaints from public
Place of work:	Robertson
Status:	Permanent appointment
Remuneration:	R 171 792 – R 222 924 per annum and normal benefits as applicable to a Local Authority
Enquiries regarding post:	<b>Contact Mr AC Manjati, Manager: Parks &amp; Amenities, at 023 626 8254</b>

**The remuneration as indicated against the posts does not include the increase of 4.9% from 1 July 2022**

**Closing date:** 21 June 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](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. The application form can be obtained from the municipal website ([www.langeberg.gov.za](http://www.langeberg.gov.za)) and is at all administrative municipal offices available.

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 August 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 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. Appointment will be subjected to the signing of a service and performance contract in accordance with Section 57 of the Municipal Systems Act as well as disclosure of financial interest.

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