

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 GEMEENSKAPSDIENSTE**

### **Bestuurder: Parke & Geriewe (Verw nr 036/2023)**

|                           |  |
|---------------------------|--|
| Kwalifikasies/ Ervaring:  | Relevante tersiêre kwalifikasie, verkieslik 'n B Graad (NQF 7) in Tuinboukunde; Rekenaargeletterdheid: MS Office; 8 jaar of meer relevante ondervinding en Kode B bestuurslisensie   |
| Sleutelprestasie gebiede: | Direk verantwoordelik vir beplanning en bestuur van parke, wandelpaaie, natuurreservate, publieke oop ruimtes en begraafplase; Verantwoordelik vir boombestuur, probleem diere en publieke steurnisse; Bestuur van voertuigvloot; Bestuur en motivering van personeel en dissiplinêre optredes; Hantering van klagtes van publiek ten opsigte van areas van verantwoordelikheid; Verrig administratiewe funksies soos byhou van statistiek, personeelrekords asook die skryf van verslae; Verantwoordelik vir die netheid en sindelikheid van die omgewing; Verantwoordelik vir die departement se begroting   |
| Byvoegdhede:              | Kernprofessioneel - Bestuur van werk - Bestuur eie tyd en beskikbare hulpbronne en gereedskap effektief om te verseker dat werk doeltreffend en betyds voltooi word; Beplanning en organisering - Die vermoë om aktiwiteite binne spesifieke tydraamwerke te beplan en om hierdie aktiwiteite volgens plan uit te voer; Fasiliteitspesifieke vaardighede - Toon 'n bevredigende vlak van tegniese vaardigheid, kennis, ervaring en opvoeding relevant tot spesifieke gemeenskapsfasiliteit; Werkplekveiligheid - Die vermoë om toestande wat werknemers se veiligheid beïnvloed, te identifiseer en reg te stel; Interpersoonlike Verhoudings - Die vermoë om produktiewe verhoudings met mense binne en buite die Munisipaliteit te vestig en te handhaaf; Kommunikasie - Die vermoë om aandagtig te luister, kwessies te begryp, inligting op 'n duidelike wyse aan te bied en gepas te reageer op mondelinge en geskrewe kommunikasie van ander; Diensleweringsoriëntering - Die vermoë om nuwe maniere te verken en te implementeer om dienste te lewer wat bydra tot die verbetering van munisipale prosesse ten einde munisipale doelwitte te bereik; Aksie-oriëntasie - Die vertoon van hoë werksetiek in die stel en bereik van uitdagende doelwitte, die nakom van spertye en die nakoming van beloftes. Dit manifesteer in 'n mens se vermoë om gefokus te bly op taak, om energiek, aanhoudend en betroubaar te wees; Veerkragtigheid - Die vermoë om konstruktief op druk-/stressituasies te reageer en die vermoë om te volhard met doelwitte ten spyte van struikelblokke en terugslae; Verandergereedheid - Die vermoë om te innoveer en die status quo uit te daag en die vermoë om verandering te hanteer wat deur ander gedryf word; Leeroriëntasie - Die gewilligheid en motivering om te leer, kennis te bekom, insig te ontwikkel en op voortdurende selfverbetering te fokus; Probleemoplossing - Die vermoë om inligting in te samel, kwessies te ontleed en kompleksiteit en dubbelsinnigheid te hanteer. Toon langtermyn denke, volg op 'n logiese wyse deur, bewus van gevolge en implikasies. Is in staat om die 'Groter prentjie' te sien; Verantwoordbaarheid |

en etiese gedrag - Vermoë om die hoogste standaard van etiese en morele gedrag te toon en te bou ten einde vertroue en vertroue in die staatsdiens te bevorder en om kodes van goeie korporatiewe bestuur na te kom; Rigtingstelling - Die vermoë om 'n duidelike gevoel van gemeenskaplike doel en visie vir ander te skep en die vermoë om ander te motiveer en te inspireer om vrywillig van hul beste te lewer in die werk na 'n gemeenskaplike visie of doelwit; Impak en Invloed - Die vermoë om 'n positiewe gesindheid by ander te inspireer en ander effektief te kan beïnvloed; Afrigting en Mentorskap - Die vermoë om vaardighede, prestasie en potensiaal van ondergeskiktes te assesser en om hul ontwikkeling aan te moedig met die oog op die optimalisering van hul talent en potensiaal; Spanorientering - Die vermoë om 'n samewerkende klimaat te bevorder, groepdinamika te verstaan en toepaslike fasiliteringstegnieke toe te pas in die werk met ander om 'n gedeelde doelwit te bereik.

Standplaas: Robertson  
Status: Permanente aanstelling  
Vergoeding: R 551 904 – R 716 376 (T15) per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid. Deelname aan die perk vervoerskema van die Raad  
Navrae met betrekking tot pos: **Skakel Mnr M Mgajo, Direkteur: Gemeenskapsdienste, by 023 626 8203**

## **DIREKTORAAT INGENIEURSDIENSTE**

### **Drywer Operateur: Komposaanleg (Heradvertering) (Verw nr 037/2023)**

Kwalifikasies/ Ervaring: Basiese geletterdheid; 1-2 jaar toepaslike ondervinding; Kode C1 bestuurderslisensie

Sleutelprestasie gebiede: Beheer inkomende groen vullis na komposterrein deur te weeg en te gradeer; Klas van kwaliteit groenvullis vir kompos vervaardiging; Uitleg van komposrye; Byvoeg van aktiveerder volgens voorskrif; Monito temperatuur en CO<sub>2</sub> soos vereis; Berekening van voorraad en byhou van register; Bestuur van algemene werkers; Verkoop van kompos binne administratiewe en finansiële beleid; Toesien dat toerusting deurlopend in stand gehou word; Byhou van teenwoordigheidsregisters

Bevoegdhede: Funksioneel / Professioneel - Voertuigveiligheid – Berei die motor/vragmotor/bakkie en sy insittendes voor vir die reis. Maak seker die voertuig is veilig en padwaardig. Voldoen aan padseine, tekens en padmerke. Bestuurders: Graad 1, Graad 2, Graad 3/ Spesiale kategorie en Chauffeur; Bestuursgedrag - Lei en beheer van die motor / vragmotor / bakkie. Gebruik van die pad in ooreenstemming met geldende verkeerswette. Gepas interaksie met ander padgebruikers; Leeroriëntering - Hersien en pas bestuursgedrag voortdurend aan. Leer uit ervaring; Gehalte-oriëntering - Verseker hoë kwaliteit uitset, kontroleer prosesse en take akkuraat en toon aandag aan detail; Staatsdiensoriëntering - Diensleweringsooriëntering - Die vermoë om nuwe maniere te verken en te implementeer om dienste te lewer wat bydra tot die verbetering van munisipale prosesse ten einde munisipale doelwitte te bereik; Interpersoonlike verhoudings - Die vermoë om produktiewe verhoudings met mense binne en buite die Munisipaliteit te vestig en te handhaaf; Kommunikasie - Die vermoë om aandagtig te luister, kwessies te begryp, inligting op 'n duidelike wyse aan te bied en gepas te reageer op mondelinge en geskrewe kommunikasie van ander; Persoonlik - Aksie-oriëntasie - Die vermoë om gefokus te bly op 'n taak, om energiek, aanhoudend en betroubaar te wees; Veerkragtigheid - Die vermoë om vol te hou met aksies / werkaflerbares ten spyte van struikelblokke; Verantwoordbaarheid en etiese gedrag - Vermoë om standaard van etiese

en morele gedrag aan die dag te lê om vertrou te bevorder en om te voldoen aan kodes van goeie praktyk; Leeroriëntasie - Die gewilligheid en motivering om te leer, kennis te bekom, insig te ontwikkel en op voortdurende selfverbetering te fokus; Impak en Invloed - Die vermoë om 'n positiewe gesindheid by ander te inspireer en ander effektief te kan beïnvloed; Spanorientering - Die vermoë om 'n samewerkende klimaat te bevorder in samewerking met ander om 'n gedeelde doelwit te bereik.

Standplaas:

Robertson

Status:

Permanente aanstelling

Vergoeding:

R 133 716 – R 172 728 (T5) 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**

## **Bouinspekteurs (Verw nr 038/2023)**

Kwalifikasies/ Ervaring:

Relevante Nasionale Diploma (NQF6) soos bepaal in die nasionale bouregulasies; 3 – 5 jaar toepaslike ondervinding verkieslik by 'n Plaaslike Owerheid; Kode B bestuurslisensie; Kennis van SANS10400 en Wet op Nasionale Bouregulasies en Boustandaarde, 103 van 1977, insluitend evaluering van bouplanne en werkbare kennis van die Wes-Kaapse Wet op Grondgebruikbeplanning 2014; Rekenaar geletterd

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

Byvoegdhede:

Funksioneel - Gebou-ontwikkelingsbeheer - Vermoë om veiligheids- en sekuriteitsprobleme in die ontwikkeling van 'n gebou/geboue te voorkom of daarop te reageer; Bou-inspektoraat-kliëntgesentreerdheid - Vermoë om op die kliënt te fokus en 'n hoë-gehalte diens te lewer wat aangepas is om aan verskillende behoeftes in die gemeenskappe te voldoen wat bedien word; Regsadministrasie - Versamel inligting uit 'n reeks bronne en ontleed data om probleme en kwessies te identifiseer om doeltreffende besluite te neem; Onderhandeling en Beïnvloeding - Vermoë om ander te oorreed en te beïnvloed deur logika en rede te gebruik. In staat om oplossings te vind en te verkoop wat aanvaar sal word; Etiek en Professionaliteit - Die vermoë om etiese kwessies en botsings van belange te identifiseer en te hanteer; Organisasoriese bewustheid - die vermoë om die sleuteldrywers in die sektor en die munisipaliteit te verstaan en om hierdie begrip toe te pas om die dienslewingsdoelwitte en -uitdagings te bereik; Probleemoplossing - versamel inligting uit 'n reeks bronne en ontleed data om probleme en kwessies te identifiseer om doeltreffende besluite te neem; Beplanning en Organisering - Die vermoë om aktiwiteite binne spesifieke tydraamwerke te beplan en dan hierdie aktiwiteite volgens plan uit te voer; Inligtingsbestuur - Die insameling en ontleding van data, ten einde daarvoor af te sluit; Interpersoonlike Verhoudings - Die vermoë om produktiewe verhoudings met mense binne en buite die munisipaliteit te vestig en te handhaaf; Kommunikasie - Kommunikeer idees en inligting effektief, beide mondelings en skriftelik. Gebruik taal en 'n styl van kommunikasie wat gepas is vir die situasie en mense wat aangespreek word, wat 'n gemeenskaplike begrip verseker; Dienslewingsoriëntering - Die vermoë om nuwe maniere te verken en te implementeer om dienste te lewer wat bydra tot die verbetering van munisipale prosesse ten einde munisipale doelwitte te bereik; Aksie- en

uitkoms-oriëntasie - Die vertoon van hoë werksetiek in die stel en bereiking van uitdagende doelwitte, die nakom van spertye en die nakoming van beloftes. Dit manifesteer in 'n mens se vermoë om gefokus te bly op taak, om energiek, aanhoudend en betroubaar te wees; Veerkragtigheid - Toon veerkragtigheid, selfs in moeilike omstandighede. Bereid om moeilike besluite te neem en het die selfvertroue om dit deur te sien; Verandergereedheid - Die vermoë om te innoveer en die status quo uit te daag en die vermoë om verandering te hanteer wat deur ander gedryf word; Leeroriëntasie - Die gewilligheid en motivering om te leer, kennis te bekom, insig te ontwikkel en op voortdurende selfverbetering te fokus; Verantwoordbaarheid en etiese gedrag - Vermoë om die hoogste standarde van etiese en morele gedrag te toon en te bou ten einde vertroue en vertroue in die staatsdiens te bevorder en om kodes van goeie korporatiewe bestuur na te kom; Spanorientering - Die vermoë om 'n samewerkende klimaat te bevorder, groepdinamika te verstaan en toepaslike fasiliteringstegnieke toe te pas in die werk met ander om 'n gedeelde doelwit te bereik; Rigtingsinstelling - Die vermoë om 'n duidelike gevoel van gemeenskaplike doel en visie vir ander te skep met die oog op die verkryging van inkoop en verbintenis tot die doelwitte; Afrigting en Mentorskap - Die vermoë om vaardighede, prestasie en potensiaal van ondergeskiktes te assesser en om hul ontwikkeling aan te moedig met die oog op die optimalisering van hul talent; Impak en Invloed - Die vermoë om 'n positiewe gesindheid by ander te inspireer en in staat te wees om ander effektief te beïnvloed.

Standplaas:

Montagu / Robertson

Status:

Permanente aanstelling

Vergoeding:

R 270 996 – R 351 720 (T10) per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Navrae met betrekking tot pos:

**Skakel Mev TL Brunings, Bestuurder: Stadsbeplanning, 023 614 8001**

## **Stadsbeplanner (Verw nr 039/2023)**

Kwalifikasie/Ervaring:

Relevante tersiêre kwalifikasie verkieslik 'n B Graad / Nasionale Diploma in Argitektuur / Stedelike Ontwerp en Rekenaargeletterdheid; MS Office; 2 – 5 jaar toepaslike ondervinding ; Kode B Bestuurslisensie

Steutelprestasie gebiede:

Hou toesig oor administrasie van korrespondensie en verslae oor grondgebruikaansoeke, as verwante rekordhouding; Verskaf insette tot munisipale begrotingsproses; Ontwikkel – en grondgebruikbeheer – Evalueer, lewer kommentaar en verskaf aanbevelings oor grondgebruikaansoeke in terme van die Langeberg Grondgebruikbeplanningsverordening as 'n geregistreerde Professionele Beplanner, Uitreiking van soneringsertifikate, Bouplanbeheer, Bevestig klaring vir eerste registrasie van nuut onderverdeelde eiendomme; Evalueer en lewer kommentaar op toepassing in terme van wetgewing; Beleidsformulering – Ontwikkeling en ruimtelike beplanning; Verskaf ontwikkelingsbeplanning en beheerinsette aan verskeie ander munisipale funksies; Openbare skakeling; Hanteer klagtes; Bywoon van forums namens beplanningsafdeling; Neem deel aan die werking van estetiese komitees in die Langeberg area; Inisier en voer stadsbeplanningsprojekte uit; GIS/Mapping; Fasiliteer straatbenaming en -nommering

Byvoegdhede:

Monitering en beheer - Die vermoë om die resultate van delegasies, opdragte of projekte te monitor, met inagneming van die vaardighede, kennis en ervaring van die toegewysde individu en die kenmerke van die opdrag of projek; Onderhandeling - Die vermoë om die verlangde doelwitte en ooreenkomste te bereik deur interaktiewe bespreking met interne of eksterne partye. Om alternatiewe en posisies effektief te ondersoek om

uitkomst te bereik wat die ondersteuning en aanvaarding van alle partye verkry; Beplanning en organisering - Die vermoë om die werkseenheid te beplan en te organiseer deur doelwitstelling, doelwitte, teikens te gebruik, werkskedules en werkplanne met gepaardgaande hulpbronne en begrotings te skep, volgens die munisipaliteit se prosedures om die take, funksies en resultate van die werkseenheid te bereik; Ruimtelike Beplanning - Ruimtelike Beplanningsbevoegdhede hou verband met 'n individu se vermoë om wetenskaplike dissiplines, administratiewe tegnieke en interdissiplinêre koördinasie te gebruik om gebalanseerde streeksontwikkeling en die fisiese organisasie van ruimte te fasiliteer ter ondersteuning van die munisipaliteit se langtermynstrategie en ontwikkelingsdoelwitte; Stedelike ontwerp - Stedelike ontwerp hou verband met 'n individu se vermoë om stedelike omgewings te skep wat omgewingsvolhoubaar, toeganklik en doeltreffend is wat gepas is vir die karakter van die munisipaliteit; Grondgebruikbestuur - Grondgebruikbestuur hou verband met 'n individu se vermoë om grond vir spesifieke doeleindes te soneer sodat dit die bereiking van die munisipaliteit se omgewings-, sosiale en ekonomiese doelwitte fasiliteer. Dit sluit ook hul vermoë in om mededingende belange te balanseer in die monitering en afdwinging van hierdie sonerings. Inligtingsbestuur; Die vermoë om bestuursbesluitneming en beplanningsinligting en verslae effektief en doeltreffend te genereer, te ontleed en te produseer; Navorsing, Inligtingsanalise en Beleid - Die vermoë om die munisipaliteit se aktiwiteite en prosesse sistematies te ontleed met die oog op die verbetering van belyning met strategiese doelwitte en/of die doeltreffendheid en doeltreffendheid daarvan; Kennisbestuur - Vermoë om die generering en deel van kennis en leer te bevorder ten einde die kollektiewe kennis van die munisipaliteit te verbeter; Openbare konsultasie - Die vermoë om aandagtig te luister, kwessies te begryp, inligting op 'n duidelike manier aan te bied en gepas te reageer op mondelinge en geskrewe kommunikasie van ander; Sosio-ekonomiese / sosio-politieke bewustheid - Streef billike dienslewering aan met inagneming van hoe politieke en dienskwessies, program, beleide en besluite openbare belange / bekommernisse beïnvloed. Beleidskonseptualisering - Vermoë om internasionale, nasionale, provinsiale en plaaslike regeringsvisies en -doelwitte en die diverse behoeftes van gemeenskappe wat bedien word, te vertaal in 'n

bemagtigende raamwerk om dienslewering en korporatiewe bestuur te ondersteun; Interpersoonlike Verhoudings - Die vermoë om produktiewe verhoudings met mense binne en buite die munisipaliteit te vestig en in stand te hou; Kommunikasie - Die vermoë om aandagtig te luister, kwessies te begryp, inligting op 'n duidelike manier aan te bied en gepas te reageer op mondelinge en geskrewe kommunikasie van ander; Aksie-oriëntasie - Die vertoon van hoë werksetiek om uitdagende doelwitte te stel en te bereik, spertye na te kom en beloftes na te kom. Dit manifesteer in die individu se vermoë om gefokus te bly op taak, om te wees energiek, aanhoudend en betroubaar; Diensleweringsoriëntering - Die vermoë om nuwe maniere te verken en te implementeer om dienste te lewer wat bydra tot die verbetering van munisipale prosesse ten einde munisipale doelwitte te bereik; Kliëntoriëntasie en kliëntfokus - Verstaan die diensbehoefte van 'n kliënt / kliënt (intern of ekstern) en aktief fokus op. Aksie-oriëntasie:

Die vertoon van hoë werksetiek om uitdagende doelwitte te stel en te bereik, spertye na te kom en beloftes na te kom. Dit manifesteer in die individu se vermoë om gefokus te bly op taak, om energiek, volhardend en betroubaar te wees; Veerkragtigheid - Die vermoë om konstruktief op druk-/stressituasies te reageer en die vermoë om te volhard met doelwitte ten spyte van struikelblokke en terugslae; Verander gereedheid - Die vermoë om te innoveer en die status quo uit te daag en die vermoë om verandering te hanteer wat deur ander gedryf word;

Leeroriëntasie - Die gewilligheid en motivering om te leer, kennis op te doen, insig te ontwikkel en op voortdurende selfverbetering te fokus; Probleemoplossing - Die vermoë om inligting in te samel, kwessies te ontleed en kompleksiteit en dubbelsinnigheid te hanteer. Toon langtermyn denke, volg op 'n logiese wyse deur, bewus van gevolge en implikasies. Is in staat om die 'Bigger Picture' te sien; Verantwoordbaarheid en etiese gedrag - Vermoë om die hoogste standarde van etiese en morele gedrag aan die dag te lê en te bou ten einde vertroue en vertroue in die staatsdiens te bevorder en om aan kodes van goeie korporatiewe bestuur te voldoen. Impak en invloed: Die vermoë om 'n positiewe gesindheid by ander te inspireer en ander effektief te kan beïnvloed; Rigtinginstelling - Die vermoë om 'n duidelike gevoel van gemeenskaplike doel en visie vir ander te skep; met die oog daarop om inkoop en toewyding tot die doelwitte te verkry.

Span Oriëntasie - Die vermoë om 'n samewerkende klimaat te bevorder, groepdinamika te verstaan en toepaslike fasiliteringstegnieke toe te pas in samewerking met ander om 'n gedeelde doel te bereik; Afrigting en mentorskap - Die vermoë om vaardighede, prestasie en potensiaal van ondergeskiktes te assesser en om hul ontwikkeling aan te moedig met die oog op die optimalisering van hul talent en potensiaal.

Standplaas:

Montagu

Status:

Permanent aanstelling

Vergoeding:

R 319 872 – R 415 263 (T11) per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid. Deelname aan die essensiële vervoerskema van die Raad

**Navrae met betrekking tot pos: Skakel Ms TL Brunings, Manager: Town Planning, at 023 614 8001**

**Sluitingsdatum:** 8 Augustus 2023 om 12:00. Aansoeke (Aansoekvorm, CV, kwalifikasies, getuigskrif, ID en Bestuurslisensie) moet gestuur word na Ashton Kantoor by **Posadres:** Privaatsak X2, Ashton, 6715; **Epos:** [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: Gunsverwing 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 Oktober 2023 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 wees aan die ondertekening van dienskontrakte en waar nodig, prestasie-ooreenkomste asook openbaarmaking van finansiële belange. U stem in dat die persoonlike inligting wat as deel van u aansoek ingedien word, gebruik mag word vir die doeleindes van die Werwing- en Keuringsproses.

DP LUBBE

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 COMMUNITY SERVICES**

### **Manager: Parks & Amenities (Ref nr 036/2023)**

|                             |   |
|-----------------------------|---|
| Qualifications/ Experience: | Relevant tertiary qualification, preferably a B Degree (NQF7) in Horticulture; Computer literacy: MS Office; 8 years or more relevant experience and Code B driving licence   |
| Key Performance Areas:      | Responsible for management of parks, hiking trails, nature reserves, public open spaces and cemeteries; Responsible for tree management, problem animals and public disturbances; Manage vehicle fleet; Manage, motivate staff and apply disciplinary code; Respond to complaints from public with regards to environmental services; Undertake administrative functions including statistics, staff records and report writing; Responsible for environmental hygiene and neatness; Responsible for the department's budget  |
| Competencies:               | Core Professional - Managing Work - Effectively manages own time and available resources and tools to ensure that work is completed efficiently and on time; Planning and organizing - The ability to plan activities within specific timeframes and to execute these activities according to plan; Facility specific skills - Shows a satisfactory level of technical skill, knowledge, experience and education relevant to particular community facility; Workplace safety - The ability to identify and correct conditions that affect employee safety; Interpersonal Relationships - The ability to establish and maintain productive relationships with people within and outside of the Municipality; Communication - The capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication of others; Service Delivery Orientation - The ability to explore and implement new ways of delivering services that contribute to the improvement of municipal processes in order to achieve municipal goals; Action Orientation - The display of high work ethic in setting and achieving challenging goals, meeting deadlines and keeping promises. It manifests itself in one's ability to stay focused on task, to be energetic, persistent and reliable; Resilience - The ability to respond constructively to pressure / stress situations and the ability to persist with goals despite obstacles and setbacks; Change Readiness - The ability to innovate and challenge the status quo and the ability to cope with change driven by others; Learning Orientation - The willingness and motivation to learn, acquire knowledge, develop insight and focus on continuous self-improvement; Problem Solving - The ability to gather information, analyse issues and deal with complexity and ambiguity. Shows long-term thinking, follows through in a logical manner, aware of consequences and implications. Is able to see the 'Bigger Picture'; Accountability and Ethical Conduct - Ability to display and build the highest standards of ethical and moral conduct in order to promote confidence and trust in the public service and to adhere to codes of good corporate governance; Direction Setting - |

The ability to create a clear sense of common purpose and vision for others and the ability to motivate and inspire others to voluntarily give of their best in working towards a common vision or goal; Impact and Influence - The ability to inspire a positive attitude in others and be able to influence others effectively; Coaching and Mentoring - The ability to assess skills, performance, and potential of subordinates and to encourage their development with the view of optimising their talent and potential; Team Orientation - The capacity to promote a cooperative climate, understand group dynamics and apply appropriate facilitation techniques in working with others to achieve a shared goal.

Place of work: Robertson  
Status: Permanent appointment  
Remuneration: R 551 904 – R 716 376 (T15) per annum as well as normal benefits as applicable to a Local Authority. Participation in the Perk vehicle scheme of Council

**Enquiries regarding post: Contact Mr M Mgajo, Director: Community Services, at 023 626 8203**

## **DIRECTORATE ENGINEERING SERVICES**

### **Driver Operator: Compost Site (Re-advertisement) (Ref nr 037/2023)**

Qualifications/ Experience: Basic literacy; 1-2 years appropriate experience; Code C1 driver's licence  
Key Performance Areas: Control incoming green waste to compost site by weighing and grading  
Classified of quality of green waste for compost producing; Layout of compost rows; Allocation of activator according to regulations; Monitor temperature and CO<sub>2</sub> as require; Calculation of stock and keeping of register; Selling of compost within the administrative and financial policy; Manage general workers; Ensure that equipment is maintained; Keep record of attendance registers.

Competencies: Functional / Professional - Vehicle Safety – Preparing the car/ truck/ bakkie and its occupants for the journey. Make sure the vehicle is safe and roadworthy. Complies with road signals, signage and road markings. Drivers: Grade 1, Grade 2, Grade 3/ Special Category and Chauffeur; Driving Behaviour - Guiding and controlling the car / truck / bakkie. Using the road in accordance with governing traffic laws. Interacting appropriately with other road-users; Learning Orientation - Continually reviewing and adjusting driving behaviour. Learn from experience; Quality Orientation - Ensures high quality output, accurately checks processes and tasks and shows attention to detail; Public Service Orientation - Service Delivery Orientation - The ability to explore and implement new ways of delivering services that contribute to the improvement of municipal processes in order to achieve municipal goals; Interpersonal relationships - The ability to establish and maintain productive relationships with people within and outside of the Municipality; Communication - The capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication of others; Personal - Action Orientation - The ability to stay focused on a task, to be energetic, persistent and reliable; Resilience - The ability to persist with actions / work deliverables despite obstacles; Accountability and Ethical Conduct - Ability to display standards of ethical and moral conduct to promote trust and to adhere to codes of good practice; Learning Orientation - The willingness and motivation to learn, acquire knowledge, develop insight and focus on continuous self-improvement; Impact and Influence - The ability to inspire a positive attitude in others and be able to influence others effectively; Team Orientation - The capacity to promote a cooperative climate in working with others to achieve a shared goal

Place of work: Robertson



Status: Permanent appointment  
Remuneration: R 133 716 – R 172 728 (T5) per annum as well as normal benefits as applicable to a Local Authority  
Enquiries regarding post: **Contact Mr GM Slingers, Manager: Solid Waste Management, at 023 616 8008**

## **Building Inspectors (Ref nr 038/2023)**

Qualifications/ Experience: Relevant National Diploma (NQF6) qualification as stipulated in the national building regulations; 3 – 5 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

Competencies: Functional - Building Development Control - Ability to pre-empt or respond to safety and security problems in the development of a building / buildings; Building Inspectorate Customer Centricity - Ability of focus on the customer and provide a high-quality service that is tailored to meet differing needs in the communities served; Legal Administration - Gathers information from a range of sources and analyses data to identify problems and issues in order to make effective decisions; Negotiation and Influencing - Ability to persuade and influence others using logic and reason. Able to find and sell solutions that will be accepted; Ethics and Professionalism - The ability to identify and deal with ethical issues and conflicts of interest; Organisational Awareness - the ability to understand the key drivers in the sector and the municipality and to apply this understanding to meet the service delivery objectives and challenges; Problem Solving gathers information from a range of sources and analyses data to identify problems and issues in order to make effective decisions; Planning and Organising - The ability to plan activities within specific timeframes and then to execute these activities according to plan; Information Management - The gathering and analysis of data, in order to conclude thereon; Interpersonal Relationships - The ability to establish and maintain productive relationships with people within and outside of the municipality; Communication - Communicates ideas and information effectively, both verbally and in writing. Uses language and a style of communication that is appropriate to the situation and people being addressed, ensuring a common understanding; Service Delivery Orientation - The ability to explore and implement new ways of delivering services that contribute to the improvement of municipal processes in order to achieve municipal goals; Action and outcome orientation - The display of high work ethic in setting and achieving challenging goals, meeting deadlines and keeping promises. It manifests itself in one's ability to stay focused on task, to be energetic, persistent and reliable; Resilience - Shows resilience, even in difficult circumstances. Prepared to make difficult decisions and has the confidence to see them through; Change Readiness - The ability to innovate and challenge the status quo and the ability to cope with change driven by others; Learning Orientation - The willingness and motivation to learn, acquire knowledge, develop insight and focus on continuous self-

improvement; Accountability and Ethical Conduct - Ability to display and build the highest standards of ethical and moral conduct in order to promote confidence and trust in the public service and to adhere to codes of good corporate governance; Team Orientation - The capacity to promote a cooperative climate, understand group dynamics and apply appropriate facilitation techniques in working with others to achieve a shared goal; Direction Setting - The ability to create a clear sense of common purpose and vision for others with a view to obtaining buy-in and commitment to the goals; Coaching and Mentoring - The ability to assess skills, performance, and potential of subordinates and to encourage their development with the view of optimising their talent; Impact and Influence - The ability to inspire a positive attitude in others and be able to influence others effectively.

Place of work: Montagu/ Robertson  
Status: Permanent appointment  
Remuneration: R 270 996 – R 351 720 (T10) per annum as well as normal benefits as applicable to a Local Authority  
**Enquiries regarding post: Contact Mr Ms TL Brunings, Manager: Town Planning, at 023 614 8001**

### **Town Planner (Ref nr 039/2023)**

Qualifications/ Experience: Relevant tertiary qualification preferably a B Degree / National Diploma in Architecture / Urban Design Degree; 2 – 5 years applicable experience; Computer literacy: MS Office and Code B driving licence

Key Performance Areas: Oversee administration of correspondence and reports on land use applications, as related record keeping; Provides inputs to municipal budgeting process; Develops – and land use control – Evaluates, comments and provides recommendations on land use applications in terms of the Langeberg Land Use Planning Bylaw as a registered Professional Planner, Issuing of zoning certificates, Building plan control, Confirms clearance for first registration of newly subdivided properties; Assesses and comments on application in terms of legislation; Policy formulation – Development and spatial planning; Provides development planning and control inputs to various other municipal functions; Public liaison; Handle complaints; Attend forums on behalf of planning department; Take part in the operation of aesthetics committees in the Langeberg area; Initiates and executes town planning projects; GIS/Mapping; Facilitates street naming and numbering;

Competencies: Monitoring and Control - The ability to monitor the results of delegations, assignments, or projects, considering the skills, knowledge, and experience of the assigned individual and the characteristics of the assignment or project; Negotiation - The ability to achieve the desired objectives and agreements through interactive discussion with either internal or external parties. Effectively exploring alternatives and positions to reach outcomes that gain the support and acceptance of all parties; Planning and Organising - The ability to plan and organise the work unit using goal setting, objectives, targets, creating work schedules and work plans with associated resources and budgets, according to the municipality's procedures in order to achieve the tasks, functions, results of the work unit; Spatial Planning - Spatial Planning competencies relate to an individual's ability to utilize scientific disciplines, administrative techniques and interdisciplinary coordination to facilitate balanced regional development and the physical organisation of space in support of the municipality's long-term strategy and development objectives; Urban Design - Urban design relates to an individual's ability to create urban settings which are environmentally sustainable, accessible and efficient that are appropriate for the character of the municipality; Land Use Management - Land Use Management relates to an individual's ability to zone land for specific purposes so that they facilitate the achievement of the municipality's environmental, social and economic objectives. It also includes their ability to balance competing interests in

monitoring and enforcing these zonings; Information Management - The ability to generate, analyse and produce management decision making and planning information and reports effectively and efficiently; Research, Information Analysis and Policy - The ability to systematically analyse the municipality's activities and processes with the view to improving alignment with strategic goals and / or its effectiveness and efficiency; Knowledge Management - Ability to promote the generation and sharing of knowledge and learning in order enhance the collective knowledge of the municipality. Public Consultation - The capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication of others; Socio-Economic / Socio- Political Awareness - Drives equitable service delivery taking into account how political and service issues, program, policies and decisions impact public interest / concerns. Policy Conceptualization - Ability to translate International, National, Provincial and Local Government visions and objectives and the diverse needs of communities served into an enabling framework to support service delivery and corporate governance.

#### Interpersonal Relationships

The ability to establish and maintain productive relationships with people within and outside of the municipality; Communication -

The capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication of others. Action Orientation - The display of high work ethic in setting and achieving challenging goals, meeting deadlines and keeping promises. It manifests itself in the individual's ability to stay focused on task, to be energetic, persistent and reliable; Service Delivery Orientation - The ability to explore and implement new ways of delivering services that contribute to the improvement of municipal processes in order to achieve municipal goals. Client Orientation and Customer Focus - Understands the service needs of

a client / customer (internal or external) and actively focuses on; Action Orientation - The display of high work ethic in setting and achieving challenging goals, meeting deadlines and keeping promises. It manifests itself in the individual's ability to stay focused on task, to be energetic, persistent and reliable; Resilience - The ability to respond constructively to pressure / stress situations and the ability to persist with goals despite obstacles and setbacks; Change Readiness - The ability to innovate and challenge the status quo and the ability to cope with change driven by others; Learning Orientation - The willingness and motivation to learn, acquire knowledge, develop insight and focus on continuous self-improvement; Problem Solving - The ability to gather information, analyses issues and deal with complexity and ambiguity. Shows long-term thinking, follows through in a logical manner, aware of consequences and implications. Is able to see the 'Bigger Picture'; Accountability and Ethical Conduct - Ability to display and build the highest standards of ethical and moral conduct in order to promote confidence and trust in the public service and to adhere to codes of good corporate governance; Impact and Influence - The ability to inspire a positive attitude in others and be able to influence others effectively; Direction Setting: The ability to create a clear sense of common purpose and vision for others with a view to obtaining buy-in and commitment to the goals; Team Orientation - The capacity to promote a cooperative climate, understand group dynamics and apply appropriate facilitation techniques in working with others to achieve a shared goal; Coaching and Mentoring - The ability to assess skills, performance, and potential of subordinates and to encourage their development with the view of optimising their talent and potential.

Place of work:  
Status:

Montagu  
Permanent appointment

Remuneration: R 319 872 – R 415 236 (T11) per annum and normal benefits as applicable to a Local Authority. Participation in the essential vehicle scheme of Council

**Enquiries regarding post: Contact Ms TL Brunings, Manager: Town Planning, at 023 614 8001**

**Closing date:** 8 August 2023 at 12:00. Applications (Application form, CV, qualifications, testimonial, 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. 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 31 October 2023 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 contract and where applicable performance contract as well as disclosure of financial interest. You are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection process

DP LUBBE  
Municipal Manager  
Municipal Offices  
Private Bag X2  
ASHTON 6715