

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 FINANSIËLE DIENSTE**

### **Bestuurder: Begrotingskantoor (Verw nr 042/2023)**

Kwalifikasies/ Ervaring:	Relevante 3 jaar tersiêre kwalifikasie, verkieslik Nasionale Diploma (NQF6) of BCom Graad (NQF7) met Finansiële Rekeningkunde as hoofvak; 8 jaar of meer toepaslike ervaring wat alle aspekte van die relevante finansiële proses en die bestuur van finansiële inligting insluit of spesialis ervaring in 'n finansiële veld; Kode B bestuurslisensie; Rekenaargeletterd; Gekwalifiseerd as CA(SA) sal tot u voordeel wees
Sleutelprestasie gebiede	Bestuur van personeel in die begrotingskantoor; Verantwoordelik vir doeltreffende en effektiewe begrotingskantooradministrasie; Bestuur van die jaarlikse begrotingshersieningsproses; Opstel van die begroting en toepassing van begrotingsbeheer; Opstel van die inkomste en uitgawe kontantvloei vir die dienslewering en begrotingsimplementeringsplan; Verslagdoening aan Nasionale en Provinsiale Tesourie; Opstel van jaarlikse finansiële state volgens GRAP standaard; Kapasiteitsbou ten opsigte van die begroting en finansies van ander departemente; Bestuur van munisipale bates en versekeringsbestuur; Bestuur van die munisipale store.
Bevoegdheede:	Funksioneel – Rekeningkunde – Vestig toepaslike rekeningkundige stelsels vir die organisasie en verseker dat die reëls van GRAP en ander goeie rekeningkundige praktyke nagekom word; Verkryging – Bestuur die verkrygingsproses volgens heersende wetgewing, norme en standaard; Begroting – Vestig en bestuur geloofwaardige begrotings binne wetgewende, politieke en administratiewe mandate; Finansiële Bestuur – dryf optimalisering van finansiële bestuur van die munisipaliteit deur gebruik te maak van standaard bedryfsprosedures; Kosteberekening – Vermoë om koste te produseer gebaseer op beste praktyk, politieke imperatiewe en prosesse te standaardiseer; Finansiële Verslagdoening - Vermoë om algehele doelwitte van finansiële verslagdoening, spesifieke inligtingsbehoefte van belanghebbendes en die algemene inligtingsbehoefte van ander te identifiseer; Finansiële Prosesbestuur – Vermoë om 'n effektiewe, ekonomiese en doeltreffende finansiële funksie deur finansiële prosesse te ondersteun; Professioneel – Mondelinge Kommunikasie – Die vermoë om komplekse konsepte op 'n verstaanbare, oortuigende wyse te verwoord; Geskrewe kommunikasie – Kommunikasie van komplekse inligting op 'n wyse wat verstaanbaar is (taal en formaat) vir die spesifieke gehoor; 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 – Die vermoë om potensiële probleme te identifiseer, om die probleme in samestellende dele op te breek, om potensiële oplossings te genereer, om 'n opsie te kies en dit te implementeer; Beplanning en Organisering – Die vermoë om aktiwiteite

binne spesifieke tydraamwerke te beplan en dan hierdie aktiwiteite volgens plan uit te voer; Staatsdiensoriëntering – 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 manier aan te bied en gepas te reageer op mondelinge en geskrewe kommunikasie van ander; Diensleweringsooriëntering – Die vermoë om nuwe maniere te verken en te implementeer om dienste te lewer wat bydra tot die verbetering van munisipale prosesse om munisipale doelwitte te bereik; Persoonlik – Aksie- en uitkoms-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 hom 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 doelwitte te volhard ten spyte van struikelblokke en terugslae; Kognitiewe vermoë – 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; Gereedheid vir verandering – 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; Bestuur / Leierskap – 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, 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

Standplaas:

Ashton

Status:

Permanente aanstelling

Vergoeding:

R 621 360 – R 806 556 (T16) per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid. Deelname aan die Raad se perk vervoerskema.

Navrae met betrekking tot pos: **Skakel Mnr M Shude, Direkteur: Finansiële Dienste (HFB) by 023 615 8031**

## **DIREKTORAAT KORPORATIEWE DIENSTE**

### **Gemeenskap Skakel Werker “CLW” (Verw nr 041/2023)**

Kwalifikasies/ Ervaring:

Graad 12; Rekenaargeletterdheid: MS Office; 2-5 jaar toepaslike ondervinding; Kode B bestuurslisensie

Sleutelprestasie gebiede:

Assisteer met wykskomitee aktiwiteite en gemeenskapsvergaderings; Assisteer tydens wykskomitees verkiesings en beplanning; Kommunikeer van munisipale- en regerings projekte na gemeenskappe; Ko-ordineer van vrywillige spanne vir gemeenskapswerk; Assisteer gemeenskappe met die inhandiging en ontwikkeling van voorstelle vir insluiting in die GOP en ander regerings planne; Gemeenskappe inlig mbt probleme met dienslewering; Assisteer komitees met die voltooiing

van kwotasies en tender dokumente; Assisteer met implementering van gemeenskapsprojekte; Monitering en terugrapportering van gemeenskapsprojekte

Byvoegdhede:

Kernprofessioneel - Geskrewe Kommunikasie - Die vermoë om skriftelik te kommunikeer soos toepaslik aan spesifieke gehore.

Mondelinge Kommunikasie – Die vermoë om 'n boodskap op 'n verstaanbare en oortuigende wyse te verwoord – Aandag aan detail – Vermoë om eie werk en dié van ander te ondersoek om akkuraatheid en voldoening aan die munisipale standarde te verseker – Beïnvloeding van - Die vermoë om met ander te kommunikeer en hulle te beïnvloed om die beste alternatief uit 'n reeks opsies aan te neem - Etiek en Professionaliteit - Die vermoë om etiese kwessies en belangebotsings te identifiseer en te hanteer - Organisasiebewustheid - Die vermoë om die Munisipaliteit se doelwit en die impak van besluite op die gemeenskap en die funksionering van die departement te verstaan. – Probleemoplossing - Die vermoë om potensiële probleemareas te identifiseer, om die probleem in samestellende dele op te breek, potensiële oplossings te genereer, 'n opsie te kies en dit te implementeer - Beplanning en Organisering - Die vermoë om aktiwiteite binne spesifieke tydraamwerke te beplan en dan hierdie aktiwiteite volgens plan uit te voer Besigheidsprosesse - Vermoë om betrokke te raak by stelsels of komponentprosesse en deurlopende verbeterings aan te bring - Gebruik van tegnologie - Die vermoë om tegnologie in die werkplek te gebruik om funksionering van die Munisipaliteit te optimaliseer - Dataverwerking en -analise - Vermoë om data te verwerk en verbeterings na vore te bring in die manier waarop dit verwerk word. 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 manier aan te bied en gepas te reageer op mondelinge en skriftelike 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 - Kliëntooriëntasie en klantefokus - Verstaan die diensbehoefes van 'n kliënt/kliënt (intern of ekstern) en fokus aktief daarop om sy behoeftes te antisipeer, te ontmoet en te oortref op 'n tydige en toepaslike wyse. Aksie – Oriëntering – Die vertoon van hoë werksetiek in die stel en bereiking van uitdagende doelwitte, die nakoming 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 te reageer op druk/stres situasies en die vermoë om met doelwitte te volhard ten spyte van struikelblokke en terugslae - Verandergereedheid - Die vermoë om innoveer en daag die status quo uit en die vermoë om verandering te hanteer wat deur ander gedryf word - Kognitiewe vermoë - 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 - Leer-oriëntasie - Die gewilligheid en motivering om te leer, kennis op te doen, 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 – Spanooriëntasie - Die vermoë om 'n samewerkende klimaat te bevorder, groepsdinamika te verstaan en toepaslike fasiliteringstegnieke toe te pas om met ander saam te werk om 'n gedeelde doel te bereik - Rigtingstelling - Die vermoë om 'n duidelike sin van gemeenskaplike doel en visie vir ander te skep met die oog op

die verkryging van koop- in en toewyding aan 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.

Standplaas:

Ashton

Status:

Permanente aanstelling

Vergoeding:

R 157 032 – R 203 868 (T6) 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 8056**

**Sluitingsdatum:** 3 Oktober 2023 om 12:00. Aansoeke (Aansoekvorm, CV, kwalifikasies, getuigskrif, 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 31 Desember 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 FINANCIAL SERVICES**

### **Manager: Budget Office (Ref nr 042/2023)**

Qualifications/ Experience:	Relevant 3 year tertiary qualification, preferably a National Diploma (NQF6) or BCom Degree (NQF7) with Financial Accounting as major subject; 8 years or more relevant experience covering all aspects of the relevant financial process and the management of financial information or having gained specialist experience in a finance discipline; Code B driving licence; Computer literate; Being a qualified CA(SA) will be advantageous
Key Performance Areas:	Manage personnel in the budget office; Responsible for efficient and effective budget office administration; Manage the annual adjustment budget; Compiling of the budget and application of budget control; Compiling of the income and expenditure cash flow for the service delivery and budget implementation plan; Reporting to National and Provincial Treasury; Compiling of annual financial statements according to GRAP standards; Capacity building regarding the budget and finance of other departments; Manage municipal assets and insurance management; Manage municipal stores
Competencies:	Functional – Accounting – Establishes appropriate accounting systems for the organisation and ensures that the rules of GRAP and other good accounting practices are adhered to; Procurement – Manages the procurement process according to prevailing legislation, norms and standards; Budgeting – Establishes and manages credible budgets within legislative, political and administrative mandates; Financial Management – Drives optimisation of financial management of the municipality through use of standard operating procedures; Costing – Ability to produce costing based on best-practice, political imperatives and standardise processes; Financial Reporting - Ability to identify overall objectives of financial reporting, specific information needs of stakeholders & the general information needs of others; Financial Process Management – Ability to support an effective, economic and efficient finance function through financial processes; Professional – Oral Communication – The ability to articulate complex concepts in an understandable, convincing manner; Written Communication – Communication of complex information in a manner that is understandable (language and format) to the specific audience; 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 – The ability to identify potential problems, to break the problems into component parts, to generate potential solutions, to select an option

and implement it; Planning and Organising – The ability to plan activities within specific timeframes and then to execute these activities according to plan; Public Service Orientation – 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; Personal – 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 – The ability to respond constructively to pressure / stress situations and the ability to persist goals despite obstacles and setbacks; Cognitive Ability – 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'; 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; Management / Leadership – 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, 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

Place of work:

Ashton

Status:

Permanent appointment

Remuneration:

R 621 360 – R 806 556 (T16) per annum as well as normal benefits as applicable to a Local Authority. Participation in Council's perk vehicle scheme.

Enquiries regarding post:

**Contact Mr M Shude, Director: Financial Services (CFO) at 023 615 8031**

## **DIRECTORATE CORPORATE SERVICES**

### **Community Liaison Worker "CLW" (Ref nr 041/2023)**

Qualifications/ Experience:

Grade 12; Computer Literacy: MS Office; 2-5 years relevant experience; Code B driving licence

Key Performance Areas:

Assistance to ward committees activities and community meetings; Assistance to ward committee elections and planning; Communicate municipal and government projects to communities; Co-ordinate teams of volunteers for community projects; Assistance to communities to submit and develop proposals for inclusion in the IDP and other government plans; Inform communities of problems with service delivery; Assistance to committees with the completion of quotations and tender documents; Assistance with the implementation of community projects; Monitoring and report back on community projects.

Competencies:

Core Professional - Written Communication -The ability to communicate in writing as appropriate to specific audiences.

Oral Communication - The ability to articulate a message in an understandable and convincing manner - Attention to detail -

Ability to scrutinise own work and that of others to ensure accuracy and compliance with the relevant municipal standards – Influencing -

The ability to interact with others and influence them to adopt the best alternative from a range of options - Ethics and Professionalism -

The ability to identify and deal with ethical issues and conflicts of interest - Organisational Awareness - The ability to understand the Municipality's objective, and the impact of decisions on the community and the functioning of the department. - Problem Solving:

The ability to identify potential problem areas, to break the problem into component parts, generates potential solutions, select an option and implement it - Planning and Organising -The ability to plan activities within specific timeframes and then to execute these activities according to plan Business processes - Ability to engage with systems or component processes and make continuous improvements - Use of technology - The ability to utilise technology in the workplace to optimise functioning of the Municipality - Data processing & Analysis:

Ability to process data and bring out about improvements in the way in which it is processed. 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 - Client Orientation And Customer Focus:  
Understands the service needs of a client/customer

(internal or external) and actively focusses on anticipating, meeting and exceeding he needs in a timely and appropriate manner. Action –

Orientation -The display of high work ethic in setting and achieving challenging goals, meeting deadlines and keeping promise. 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 - Cognitive ability - 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' - 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, 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.

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Understands the service needs of a client/customer

Place of work:

Ashton

Status:

Permanent appointment

Remuneration: R 157 032 – R 203 868 (T6) per annum as well as normal benefits as applicable to a Local Authority

**Enquiries regarding post:** **Contact Mr AG Brönn, Assistant Manager: Governance Support, at 023 615 8056**

**Closing date:** 3 October 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](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 31 December 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