

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 GEMEENSKAP DIENSTE

Bestuurder: Parke & Geriewe (Heradvertering) (Verw nr 01/2024)

Kwalifikasies/ Ervaring:	Relevante tersiêre kwalifikasie, verkieslik 'n B Graad (NQF7) 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, wandelpaie, 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 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; 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

Toesighouer: Parke (Verw nr 02/2024)

Kwalifikasies/ Ervaring:

Graad 9 of gelykwaardige tegniese kwalifikasie; Kode B bestuurslisensie; 1-2 jaar 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

Byvoegdehede:

Kernprofessioneel - 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 - Beplanning en Organisering - Die vermoë om die werkseenheid te beplan en te organiseer deur doelwitstelling, doelwitte, teikens te gebruik, werkskodes en werkplanne met gepaardgaande hulpbronne en begrotings te skep, volgens die munisipaliteit se prosedures om die take, funksies, resultate van die werkseenheid te bereik - Organisatoriese bewustheid - Dryf billike dienslewering met inagneming van hoe politieke en dienskwessies, program, beleide en besluite openbare belang / bekommernisse beïnvloed - Dissipline-spesifieke vaardighede - Na bereiking van 'n bevredigende vlak van tegniese en professionele vaardigheid of kennis in posverwante gebiede; tred te hou met huidige ontwikkelings en neigings in gebiede van kundigheid - Mensebestuur - Bestuur en moedig mense aan, optimaliseer hul uitsette en bestuur verhoudings effektief om munisipale doelwitte te bereik - Taakbestuur - Beplan, bestuur, moniteer en evalueer spesifieke aktiwiteite om die verlangde uitsette en uitkomste te lewer - Werkplekveiligheid - Die vermoë om die behoeftes van werknemers

te evalueer en dit te koppel aan die munisipaliteit se beleid oor gesondheid, veiligheid en welstand – Begroting – Maksimeer die munisipaliteite se besigheidsin en toon 'n goeie sakebegrip in die toepassing van die mees doeltreffende bestuurspraktyke om munisipaliteite en departement se finansieringsdoelwitte te bereik – Interpersoonlik Verhoudings - Die vermoë om produktiewe verhoudings met mense binne en buite die - Munisipaliteit - Kommunikasie te vestig en te handhaaf - 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 - 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 uitkomsoriëntering - Die vertoon van hoë werksetiek in die stel en bereik van uitdagende doelwitte, nakoming van spertye en beloftes nakom. Dit manifesteer in 'n mens se vermoë om gefokus te bly op take, om energiek, aanhoudend en betroubaar te wees - Veerkragtigheid - Die vermoë om konstruktief te reageer op druk / stres situasies en die vermoë om te volhard met doelwitte ten spyte van struikelblokke en terugslae - Etiek en aanspreeklikheid - Die vermoë om te vernuwe en die status quo uit te daag en die vermoë om verandering te hanteer wat deur ander gedryf word – Rigtingstelling - Die vermoë om ander te motiveer en te inspireer om vrywillig hul beste te lewer deur te 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 evalueer vaardighede, prestasie en potensiaal van ondergeskiktes 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

Standplaas:

Montagu

Status:

Permanente aanstelling

Vergoeding:

R 213 792 – 277 500 (T8) per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Navrae met betrekking tot pos:

Skakel Mnr M Mgajo, Direkteur: Gemeenskapsdienste, by 023 626 8203

DIREKTORAAT INGENIEURSDIENSTE

Werkswinkel Assistent (Heradvertering) (Verw nr 03/2024)

Kwalifikasies/ Ervaring:

Basiese geletterdheid; 0-1 jaar ondervinding, Kode B Bestuurslisensie

Sleutelprestasië gebiede:

Assisteer die Ambagsman met onderhoud van voertuie; Onderhou gereedskap en toerusting; Gebruik van gereedskap, toerusting en materiaal

Byvoegdhede

Funksioneel – Bestuur van werk – Algemene arbeidsaktiwiteite. Koördinerings van werk met die werkskemas van ander, dit wil sê kontrakteurs ens.; Werkplekveiligheid- Veiligheid rondom die werkplek / werksplek. Verseker dat werkarea en werksplek skoon is; Taakverantwoordbaarheid – Die vermoë om basiese instruksies te verstaan en te volg en verantwoordelik gehou te word vir taakuitvoering; Gehalte-oriëntering – Gereedskap en toerusting

berging en versorging. Verseker dat gereedskap beveilig, geberg en gebruik word volgens spesifikasies; Mondelinge kommunikasie – Interaksie met medewerkers om werk te koördineer. Interaksie met toesighouers om werkopdragte te ontvang; Staatsdiensoriëntering – Diensleweringsooriëntering – Die vermoë om nuwe maniere om dienste te lewer wat bydra tot die verbetering van munisipale prosesse te verken en te implementeer om 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, volhardend en betroubaar te wees; Veerkragtigheid- Die vermoë om vol te hou met aksies / werkaflewerbare ten spyte van struikelblokke; Verantwoordbaarheid en etiese gedrag – Vermoë om standarde van etiese en morele gedrag aan die dag te lê om vertroue te bevorder en om aan kodes van goeie praktyk te voldoen; 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 deur saam met ander te werk om 'n gedeelde doelwit te bereik

Standplaas:

Robertson

Status:

Permanente aanstelling

Vergoeding:

R 121 668 – R 153 432 (T4) per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Navrae met betrekking tot pos:

Skakel Mnr CGH Posthumus, Snr Bestuurder: Siviele Ingenieursdienste, by 023 615 8000

DIREKTORAAT KORPORATIEWE DIENSTE

Algemene Assistent: Skoonmaker (Verw nr 04/2024)

Kwalifikasies/ Ervaring:

Basiese geletterdheid, 0-1 jaar ondervinding

Sleutelprestasie gebiede:

Uitvoering van skoonmaakdienste deur kantore, toilette en konferensiekamers skoon te maak

Byvoegdhede:

Kernprofessioneel - Bestuur van werk - Algemene arbeidsaktiwiteite. Koördinerings van werk met die werkskedsules van ander, d.w.s. kontrakteurs ens. - Werkplekveiligheid - Veiligheid rondom die werkplek / werkspasie. Verseker dat werkarea en werkspasie skoon is - Taakverantwoordbaarheid - Die vermoë om basiese instruksies te verstaan en te volg en verantwoordelik gehou te word vir taakverrigting - Gehalte-oriëntering - Gereedskap en toerusting berging en versorging. Verseker dat gereedskap beveilig, gestoor en gebruik word volgens spesifikasies - Mondelinge kommunikasie - Interaksie met medewerkers om werk te koördineer. Interaksie met toesighouers om werkopdragte te ontvang – 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 - Interpersoonlike verhoudings - Die vermoë om produktiewe verhoudings met mense binne 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 verbale en geskrewe kommunikasie van ander - Aksie-oriëntasie - Die vermoë om gefokus te bly op 'n taak, om energiek, volhardend en betroubaar te wees - Veerkragtigheid - Die vermoë om vol te hou met aksies / werkaflerbares ten spyte van struikelblokke - Verantwoordbaarheid en Etiese Gedrag - Vermoë om standarde van etiese en morele gedrag aan die dag te lê om vertroue 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 te fokus op voortdurende selfverbetering - 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 doel te bereik

Standplaas:

Ashton

Status:

Permanente aanstelling

Vergoeding:

R 118 800 – R 140 280 (T3) per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Navrae met betrekking tot pos: Skakel Mnr GM Moelich, Snr Bestuurder: Administratiewe Ondersteuning, by 023 615 8019

Sluitingsdatum: 9 Februarie 2024 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; **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) 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 April 2024 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 (Re-advertisement) (Ref nr 01/2024)

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**

Supervisor: Parks (Ref nr 02/2024)

Qualifications/ Experience: Grade 9 or equivalent technical qualification; Code B driving licence; 1-2 years 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
 Competencies: Core Professional - 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' - 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 to achieve the tasks, functions, results of the work unit - Organisational Awareness - Drives equitable service delivery taking into account how political and service issues, program, policies and decisions impact public interest / concerns - Discipline Specific Skills - Having achieved a satisfactory level of technical and professional skill or knowledge in position related areas; keeping up with current developments and trends in areas of expertise - People Management - Manages and encourages people, optimises their outputs and effectively manages relationships in order to achieve municipal goals - Task Management - Plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes - Work Place Safety - The ability to assess the needs of employees and linking that to the municipality's policies on health, safety and wellness – Budgeting - Maximises the municipalities' business sense and displays a sound business understanding in applying the most effective management practices to achieve municipality and department financing 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 - 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 tasks, 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 - Ethics and Accountability - The ability to innovate and challenge the status quo and the ability to cope with change driven by others - Direction Setting:

The ability to motivate and inspire others to voluntarily give off 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:

Montagu

Status:

Permanent appointment

Remuneration:

R 213 792 – R 277 500 (T8) per annum as well as normal benefits as applicable to a Local Authority

Enquiries regarding post:

Contact Mr M Mgajo, Director: Community Services, at 023 626 8203

DIRECTORATE ENGINEERING SERVICES

Workshop Attendant (Re-advertisement) (Ref nr 03/2024)

Qualifications/ Experience:

Basic literacy; 0-1 years experience, Code B Driving Licence

Key Performance Areas:

Assist the Artisan with maintenance of vehicles; Maintains tools and equipment; Use of equipment, tools and material

Competencies:

Functional – Managing Work – General labouring activities. Coordinating work with the work schedules of others, i.e. contractors etc.; Workplace Safety- Safety around the workplace / workspace. Ensures work area and workspace is clean; Task Accountability – The ability to understand and follow basic instructions and be held accountable for task accomplishment; Quality Orientation – Tools and equipment storage and care. Ensures that tools are secured, stored and used according to specifications; Oral communication – Interact with co-workers to coordinate work. Interact with supervisors to receive work assignments; 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 121 668 – R 153 432 (T4) per annum as well as normal benefits applicable to a Local Authority.

Enquiries regarding post:

Contact Mr CGH Posthumus, Snr Manager: Civil Engineering, at 023 615 8062

DIRECTORATE CORPORATE SERVICES

General Assistant: Cleaner (Ref nr 04/2023)

Qualifications/ Experience:

Basic literacy, 0-1 years experience

Key Performance Areas:

Execute a cleaning service by cleaning offices, toilets and conference rooms

Competencies:

Core Professional - Managing Work - General labouring activities. Coordinating work with the work schedules of others, i.e. contractors etc - Work Place Safety - Safety around the workplace / workspace. Ensures work area and work space is clean - Task Accountability - The ability to understand and follow basic instructions and be held accountable for task accomplishment - Quality Orientation - Tools and equipment storage and care. Ensures that tools are secured, stored and used according to specifications - Oral communication - Interact with co-workers to coordinate work. Interact with supervisors to receive work assignments - 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 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 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:

Ashton

Status:

Permanent appointment

Remuneration: R 118 800 – R 140 280 (T3) per annum as well as normal benefits as applicable to a Local Authority

Enquiries regarding post: **Contact Mr GM Moelich, Snr Manager: Administrative Support, at 023 615 8019**

Closing date: 9 February 2024 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) 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 April 2024 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