

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

Internskap: Finansiële Bestuur (Verw nr 09/2024)

Die Langeberg Munisipaliteit nooi tans persone uit wat onlangs 'n toepaslike kwalifikasie verwerf het en praktiese ondervinding wil opdoen in die finansiële bestuur van 'n plaaslike owerheid om aansoek te doen om bogenoemde.

Kwalifikasies/ Ervaring:	'n Toepaslike 3 jaar tersiêre kwalifikasie, verkieslik 'n Nasionale Diploma of B Com met finansiële rekeningkunde as hoofvak.; Rekenaargeletterdheid: MS Office
Standplaas	Ashton
Status:	2 Jaar kontrakaanstelling
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 M Shude, Direkteur: Finansiële Dienste (HFB), by 023 615 8031

DIREKTORAAT INGENIEURSDIENSTE

Ambagsman: Elektriesiens (Verw nr 010/2024)

Kwalifikasies/ Ervaring:	Ambag sertifikaat; Kode C1 bestuurslisensie; Rekenaarvaardig; 1-2 jaar toepaslike ondervinding
Sleutelprestasie gebiede:	Bou en instandhouding van 66000/11000/420 volt oorhoofse elektriese lyne; Installering en instandhouding van straatligte; Installering, beeëindiging en hegting van 11000/420/230 volt elektriese kables; Installering van 11000/415 volt distribusietransformators en miniatuursubstasies; Installering van 11000/110 volt metings transformators en metingstoerusting; Installering van dienskonneksies met konvensionele en voorafbetaalde elektrisiteitsmeters; Herstel van elektriese installerings van die munisipaliteit; Opspoor van foute op 415/230 volt kables
Byvoegdhede:	Kernprofessioneel - Bestuur van werk - Bestuur eie tyd en beskikbare hulpbronne en gereedskap doeltreffend om te verseker dat werk doeltreffend en betyds voltooi word - Probleemoplossing - Die vermoë om potensiële probleme te identifiseer, om die probleme in komponente op te breek, om potensiële oplossings te genereer, om kies 'n opsie en implementeer dit - Beplanning en Organisering - Die vermoë om aktiwiteite binne spesifieke tydraamwerke te beplan en om hierdie aktiwiteite volgens plan uit te voer - Kwaliteit-oriëntering - Verseker hoë kwaliteit uitset, kontroleer prosesse en take akkuraat en toon aandag aan detail - Werkplekveiligheid - Die vermoë om toestande wat werknemerveiligheid affekteer te identifiseer en reg te stel - Werkplekveiligheid - Die vermoë om toestande te identifiseer en reg te stel wat werknemerveiligheid beïnvloed - Dissiplinespesifieke vaardighede - Toon 'n bevredigende vlak van tegniese vaardigheid, kennis, ervaring en kwalifikasies relevant tot die rol - 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 en buite die Stad 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 op mondelinge en geskrewe kommunikasie van ander te reageer - Kliënteoriëntasie en kliëntfokus - Verstaan die diensbehoefte van 'n kliënt/kliënt (intern of ekstern) en fokus aktief daarop om die behoeftes op 'n tydige en toepaslike wyse te antisipeer, te ontmoet en te oorskry - Aksie-oriëntasie - Die vertoon van hoë werksetiek om uitdagende doelwitte te stel en te bereik, spertye na te kom en belofte na te kom. Dit manifesteer hom in 'n mens se vermoë om gefokus te bly op taak, om energiek, volhardend 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 - Aanspreeklikheid en Etiese Gedrag - Vermoë om te vertoon en bou die hoogste standaarde van etiese en morele gedrag ten einde vertroue en vertroue in die staatsdiens te bevorder en om te voldoen aan kodes van goeie korporatiewe bestuur - Leeroriëntasie - Die gewilligheid en motivering om te leer, kennis te bekom, insig te ontwikkel en te fokus op voortdurende selfverbetering - Rigtingstelling - Die vermoë om 'n duidelike sin van gemeenskaplike doel en visie vir ander te skep met die oog op die verkryging van inkoop en toewyding tot die doelwitte van die eenheid - Impak en Invloed - Die vermoë om 'n positiewe gesindheid by ander te inspireer en ander effektief te kan beïnvloed - Spanorientering - 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 - Dissiplinespesifieke vaardighede - Toon 'n bevredigende vlak van tegniese vaardigheid, kennis, ervaring en kwalifikasies relevant tot die rol.

Standplaas:

Robertson & Bonnievale

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 Mnr GA Lotter, Bestuurder: Elektriese Ingenieursdienste, by 023 626 8266

Sluitingsdatum: 26 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 FINANCIAL SERVICES

Internship: Financial Management (Ref nr 09/2024)

The Langeberg Municipality is currently inviting people that have completed appropriate studies and wants to gain practical experience in financial management of a Local Authority to apply for the above-mentioned posts.

Qualifications/ Experience:	A relevant 3 year tertiary qualification, preferably a National Diploma or B Com with financial accounting as a major subject.; Computer literacy: MS Office
Place of work:	Ashton
Status:	2 year contract 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 M Shude, Director: Financial Services (CFO) at 023 615 8031

DIRECTORATE ENGINEERING SERVICES

Artisan: Electricians (Ref nr 010/2024)

Qualifications/ Experience:	Trade certificate; Code C1 driving license; Computer literate; 1-2 years of relevant experience
Key Performance Areas:	Building and maintain 66000/11000/420 volt overhead electrical lines; Install and maintain street lights; Install, terminate and join 11000/420/230 volt electrical cables; Install 11000/415 volt distribution transformers miniature substations; Install 11000/110 volt metering transformers and metering equipment; Install service connections with conventional as well as prepaid electricity meters; Repair electrical installations of municipal buildings; Finding of 415/230 volt cable faults
Competencies:	Core Professional - Managing Work - Effectively manages own time and available resources and tools to ensure that work is completed efficiently and on time - 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 Organizing - The ability to plan activities within specific timeframes and to execute these activities according to plan - Quality Orientation - Ensures high quality output, accurately checks processes and tasks and shows attention to detail - Work Place Safety - The ability to identify and correct conditions that affect employee safety - Work Place Safety - The ability to identify and correct conditions that affect employee safety - Discipline Specific Skills - Shows a satisfactory level of technical skill, knowledge, experience and qualifications relevant to the role - 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 City – Communication - The capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication of others - Customer orientation and customer focus - Understands the service needs of a client / customer (internal or external) and actively focuses on anticipating, meeting and exceeding the 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 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 - 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 Learning Orientation - The willingness and motivation to learn, acquire knowledge, develop insight and focus on continuous self-improvement - 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 of the unit - Impact and Influence - The ability to inspire a positive attitude in others and be able to influence others effectively - Team Orientation - 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 - Discipline Specific Skills - Shows a satisfactory level of technical skill, knowledge, experience and qualifications relevant to the role.

Place of work:

Robertson & Bonnievale

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 GA Lotter, Manager: Electrical Engineering Services, at 023 626 8266

Closing date: 26 February 2024 at 12:00. Applications (Application form, CV, qualifications, testimonial, ID and driver's license) 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