

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

Snr Rekenmeester: AFS & Verslagdoening (Verw Nr 63/2024)

Kwalifikasies/ Ervaring:	Relevante 3 jaar kwalifikasie, verkieslik 'n Nasionale Diploma (NQF6) of B Com (NQF7) met Finansiële Rekeningkunde as hoofvak; Rekenaargeletterdheid; MS Office; Kode B bestuurslisensie; 5-8 jaar toepaslike ondervinding wat 2 jaar toesighoudende ondervinding insluit.
Sleutelprestasie gebiede:	Bestuur en toesighouding van personeel; Verantwoordelik vir rigtinggewing mbt administratiewe en rapporterings take; Verseker dat navrae van Ouditeur Generaal word effektief aangespreek; Bestuur en beheer bates volgens spesifieke rekenkundige prosedures; Rigtinggewend mbt die implementering van prosedures, stelsels en kontroles mbt die samestelling van finansiële state; Bestuur die uitvoering van volgorde wat geassosieer word met die kontrole van beleggings en lenings; Assisteer, oorsig en hersiening van rekonsiliasies rakende maandelikse, kwartaallikse en half-jaar finansiële verslae, maandelikse en jaarlikse finansiële state; Assisteer met samestelling van maandelikse, kwartaallikse en half-jaar rapportering en finansiële state
Byvoegdhede:	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 standaarde - Begroting - Vestig en bestuur geloofwaardige begrotings binne wetgewende, politieke en administratiewe mandate - Finansiële Bestuur - Dryf optimalisering van finansiële bestuur van die munisipaliteit deur die gebruik van standaard bedryfsprosedures - Kosteberekening - Vermoë om kosteberekening te bepaal 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 - 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 - Organisatoriese bewustheid - Die vermoë om die sleuteldrywers in 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 komponente op te breek, om

potensiële oplossings te genereer, om 'n oplossing te kies en dit te implementeer. - Beplanning en organiserings - Die vermoë om aktiwiteite binne spesifieke tydraamwerke te beplan en dan hierdie aktiwiteite volgens plan uit te voer - 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 - 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 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 - 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 'Bigger Picture' 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. - Impak en Invloed - Die vermoë om 'n positiewe houding by ander te inspireer en in staat te wees om ander effektief te 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 daarop om inkoop en toewyding tot die doelwitte te verkry - 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 444 288 - R 576 744 (T13) per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Navrae met betrekking tot pos:

Skakel Me L Nokama, Bestuurder: Begrotingskantoor by 023 615 8032

Snr Rekenmeester: Inkomste (Verw Nr 64/2024)

Kwalifikasies/ Ondervinding:

'n Relevante 3 jaar kwalifikasie, verkieslik 'n Nasionale Diploma (NQF6) of B Com (NQF7) met Finansiële Rekeningkunde as hoofvak; Rekenaargeletterdheid; MS Office; Kode B bestuurslisensie; 5-8 jaar toepaslike ondervinding wat 2 jaar toesighoudende ondervinding insluit.

Sleutelprestasie gebiede:

Bestuur en toesighouding van personeel; Verantwoordelik vir rigtinggewing met administratiewe en rapporterings take; Verseker dat navrae van Interne Ouditeur en Ouditeur Generaal word effektief aangespreek; Samestelling van gedetailleerde debiteure rekonsiliasie; Administreer en implementering van prosedures, stelsels en kontroles in Inkomste afdeling; Opdatering van

Bevoegdhede:

oorplasing; Hersien en goedkeuring van joernale; Opstel van werksdokumente en joernale vir die voorbereiding van finansiële state en begroting.

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 standaarde - Begroting - Vestig en bestuur geloofwaardige begrotings binne wetgewende, politieke en administratiewe mandate - Finansiële Bestuur - Dryf optimalisering van finansiële bestuur van die munisipaliteit deur die gebruik van standaard bedryfsprosedures - Kosteberekening - Vermoë om kosteberekening te bepaal 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 - 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 - Organisatoriese bewustheid - Die vermoë om die sleuteldrywers in 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 komponente op te breek, om potensiële oplossings te genereer, om 'n oplossing 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 - 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 - 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 - 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 'Bigger Picture' 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. - Impak en Invloed - Die vermoë om 'n positiewe houding by ander te inspireer en in staat te wees om ander effektief te 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 daarop om inkoop en toewyding tot die doelwitte te verkry - Afrigting en Mentorskap - Die vermoë om vaardighede, prestasie en potensiaal van ondergeskiktes te assesseser en om hul ontwikkeling aan te moedig met die oog op die optimalisering van hul talent.

Standplaas:

Ashton

Status:

Permanente aanstelling

Vergoeding:

R 394 656 – R 512 256 (T12) per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Navrae met betrekking tot pos:

Skakel Mnr U Nakasa, Bestuurder: Inkomste Dienste, by 023 615 8050

Hoof Klerk: Begroting (Verw Nr 65/2024)

Kwalifikasies/ Ondervinding::

Graad 12 met Rekeningkunde, Rekenaargeletterdheid: MS Office, 2-3 jaar toepaslike ondervinding

Sleutelprestasië gebiede:

Assisteer met die samestelling van jaarlikse en aangepaste bedryfs- en kapitaalbegrotings deur die begrotingslêer saam te stel en die belyning van die inhoud met die begrotingskedules te verifieer. Stel die algemene grootboekrekening saam om te verseker dat begrote rekeninge tot die korrekte grootboek gevul word, verseker voldoening aan Algemeen Erkende Rekeningkundige Praktyk (GRP), MSCOA-kaart, Nasionale Tesourie-norme en -standaarde en spesifieke Raadsvereistes. Verseker belyning met MSCOA-standaarde en enige veranderinge aan die standaard; Berei stemoordragte van verskeie interne departemente voor. Berei departementele verslae voor in terme van begrotingsmonitering. Help met dienslewering en begroting implementeringsplan (SDBIP) verslag. Verkry en werk kostedrywerinligting op in Sekondêre kosteberekening. Help met die opstel van finansiële verslae soos en wanneer nodig.

Bevoegdhede:

Kernprofessioneel - Geskrewe kommunikasie - Die vermoë om skriftelik te kommunikeer soos toepaslik met 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 te verseker en voldoening aan die relevante munisipale standaard - Beïnvloeding - 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 potensiele probleemareas te identifiseer, die probleem in samestellende dele op te breek, potensiele oplossings te genereer, 'n opsie te kies en implementeer dit - Beplanning en organisering - Die vermoë om aktiwiteite binne spesifieke tydraamwerke te beplan en dan hierdie aktiwiteite volgens plan uit te voer - Besigheidsprosesse - Vermoë om met stelsels of komponentprosesse om te gaan en deurlopende verbeterings aan te bring - Gebruik van tegnologie - Die vermoë om te benut tegnologie in die werkplek om die funksionering van die Munisipaliteit te optimaliseer - Dataverwerking en -analise - Vermoë om data te verwerk en verbeterings teweeg te bring in die manier waarop dit verwerk word - Interpersoonlike Verhoudings - Die vermoë om

produktiewe verhoudings met mense binne en buite te vestig en te handhaaf van die Munisipaliteit - Dataverwerking en -analise - Vermoë om data te verwerk en verbeterings teweeg 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 te luister aandagtig, begryp kwessies, bied inligting op 'n duidelike wyse aan en reageer toepaslik op mondelinge en skriftelike kommunikasie van ander - Diensleweringsoriëntering - Die vermoë om nuwe maniere om dienste te lewer wat bydra tot die verbetering van munisipale prosesse te verken en te implementeer doelwitte - Kliënt-oriëntasie en klantefokus - Verstaan die diensbehoefte van 'n kliënt/kliënt (intern of ekstern) en fokus aktief daarop om sy behoeftes te antisipeer, te ontmoet en te oortref op 'n tydig en toepaslike wyse - Aksie-oriëntasie - Die vertoon van hoë werksetiek in uitdagende doelwitte te stel en te bereik, spertye na te kom en belofte na te kom. 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 analyseer kwessies en hanteer kompleksiteit en dubbelsinnigheid. Toon langtermyn denke, volg op 'n logiese wyse deur, bewus van gevolge en implikasies. Is in staat om die 'Bigger Picture' - Leeroriëntasie te sien - Die gewilligheid en motivering om te leer, kennis te bekom, insig te ontwikkel en te fokus op deurlopende selfverbetering - Impak en invloed - Die vermoë om 'n positiewe houding by ander te inspireer en ander effektief te kan beïnvloed - Spanoriëntasie - Die vermoë om 'n samewerkende klimaat, groepdinamika te verstaan en toepaslike fasiliteringstegnieke toe te pas om met ander saam te werk om 'n gedeelde doelwit te bereik - Rigtingstelling - Die vermoë om 'n duidelike sin van gemeenskaplike doel en visie vir ander te skep met die oog daarop om inkoop en toewyding 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 198 480 – R 257 556 (T7) per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Navrae met betrekking tot pos:

Skakel Me L Nokama, Bestuurder: Begrotingskantoor by 023 615 8032

Snr Klerk: Bates (Heradvertering) (Verw Nr 66/2024)

Kwalifikasies/ Ervaring:

Graad 12, Rekenaargeletterd: MS Office, 1-2 jaar toepaslike ondervinding; Kode B bestuurlisensie

Sleutelprestasie gebiede:

Administreer en instandhouding van bate en inventaris register; Verseker deeglike kontrole rakende die bestuur, beveiliging en onderhoud van bates en inventaris items; Verantwoordelik vir alle bates by aankope, verplasing en wegmaking; Assisteer met take wat verband hou met munisipale bates en versekering eise.

Byvoegdhede:

Kernprofessioneel - Beïnvloeding - Die vermoë om met ander te kommunikeer en hulle te beïnvloed om die beste alternatief uit 'n

reeks opsies aan te neem - . Tegnieëse Kommunikasie - Die vermoë om tegnieëse inligting en idees effektief deur 'n verskeidenheid media aan individue of groepe oor te dra wat hul aandag en begrip van die boodskap trek en behou - Organisasoriese Bewustheid - Toon 'n bewustheid van die Munisipaliteit se sleuteldrywers, impak op dienslewering en verstaan die politieke ondertone en gevolge binne die Munisipaliteit - 4. Konseptuele denke - 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 die gevolge en implikasies en toon kreatiwiteit - Projekbestuur - Vermoë om self en ander se take te beplan, koördineer en te beheer om projekte en take te lewer volgens die vereiste spesifikasie en binne begroting en skedule - . Finansiële Bestuur - Toon 'n bewustheid van begrotingsbeperkings en funksioneer versigtig binne finansiële perke - Inligtingsmeting en -monitering - Toon 'n vermoë om inligting in te samel, te hersien en te ontleed, tendense te identifiseer en daarvoor verslag te doen - Tegnologiegebruik - Toon 'n vermoë om tegnologie in die werkplek om prestasie te optimaliseer en voortreflike resultate te lewer - 1. Diensleweringsoriëntering - Die vermoë om personeel te fokus op dienslewering en die belange van die inwoners en hul gemeenskappe - Interpersoonlike Verhoudings - Die vermoë om produktiewe verhoudings met mense binne en in stand te hou en te handhaaf. buite die Munisipaliteit – Kommunikasie – Kommuniqueer 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 - Kliënt-oriëntasie en kliëntfokus - Verstaan die diensbehoefte van 'n kliënt / kliënt (intern of ekstern) en fokus aktief daarop om te antisipeer, die behoeftes op 'n tydige en toepaslike wyse te bevredig en te oortref - Persoonlike vaardighede - 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 '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 - 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 '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 te voldoen aan kodes van goeie korporatiewe bestuur - Rigting Omgewing - 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 rigting van 'n gemeenskaplike visie of doelwit - 2. Impak en Invloed - Die vermoë om 'n positiewe gesindheid in ander en in staat te wees om ander effektief te beïnvloed - 3. 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 kapasiteit om 'n samewerkende klimaat te bevorder, groepdinamika te verstaan en toepaslike fasilerings tegnieke toe te pas in samewerking met ander om 'n gedeelde doelwit te bereik.

Standplaas: Ashton

Status: Permanente aanstelling

Vergoeding: R 164 100 – R 213 048 (T6) per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Navrae met betrekking tot pos: **Skakel Me L Nokama, Bestuurder: Begrotingskantoor by 023 615 8032**

Snr Klerk: Data Vaslegging / Navrae (Verw Nr 67/2024)

Kwalifikasies/ Ervaring: Graad 12, Rekenaargeletterdheid: MS Office, 1-2 jaar toepaslike ondervinding

Sleutelprestasie gebiede: Verantwoordelik vir alle take wat verband hou met meters; Op- en Aflaai van meterinligting; Opstel van foutlyste; Verantwoordelik vir alle take in verband met debiteure; Maandelikse debietheffings; Opstel van joernale; Uitvoer van maandeind-prosesse; Opdatering van ACB-transaksies

Byvoegdhede: Kernprofessioneel - Beïnvloeding - Die vermoë om met ander te kommunikeer en hulle te beïnvloed om die beste alternatief uit 'n reeks opsies aan te neem - . Tegniese Kommunikasie - Die vermoë om tegniese inligting en idees effektief deur 'n verskeidenheid media aan individue of groepe oor te dra wat hul aandag en begrip van die boodskap trek en behou - Organisatoriese Bewustheid - Toon 'n bewustheid van die Munisipaliteit se sleuteldrywers, impak op dienslewering en verstaan die politieke ondertone en gevolge binne die Munisipaliteit - 4. Konseptuele denke - 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 die gevolge en implikasies en toon kreatiwiteit - Projekbestuur - Vermoë om self en ander se take te beplan, koördineer en te beheer om projekte en take te lewer volgens die vereiste spesifikasie en binne begroting en skedule - . Finansiële Bestuur - Toon 'n bewustheid van begrotingsbeperkings en funksioneer versigtig binne finansiële perke - Inligtingsmeting en -monitering - Toon 'n vermoë om inligting in te samel, te hersien en te ontleed, tendense te identifiseer en daarvoor verslag te doen - Tegnologiegebruik - Toon 'n vermoë om tegnologie in die werkplek om prestasie te optimaliseer en voortrefflike resultate te lewer - 1. Diensleweringsoëntering - Die vermoë om personeel te fokus op dienslewering en die belange van die inwoners en hul gemeenskappe - Interpersoonlike Verhoudings - Die vermoë om produktiewe verhoudings met mense binne en in stand te hou en te handhaaf. buite die Munisipaliteit – Kommunikasie – Kommuniqueer 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 - Kliënt-oriëntasie en kliëntfokus - Verstaan die diensbehoefte van 'n kliënt / kliënt (intern of ekstern) en fokus aktief daarop om te antisipeer , die behoeftes op 'n tydige en toepaslike wyse te bevredig en te oortref - Persoonlike vaardighede - 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 'n mens se vermoë om gefokus te bly op taak, om energie, 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 - 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 '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 te voldoen aan kodes van goeie korporatiewe bestuur - Rigting Omgewing - 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 rigting van 'n gemeenskaplike visie of doelwit - 2. Impak en Invloed - Die vermoë om 'n positiewe gesindheid in ander en in staat wees om ander effektief te beïnvloed - 3. 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 kapasiteit om 'n samewerkende klimaat te bevorder, groepdinamika te verstaan en toepaslike fasiliteringstegnieke toe te pas in samewerking met ander om 'n gedeelde doelwit te bereik.

Standplaas:

Ashton

Status:

Permanente aanstelling

Vergoeding:

R 164 100 – R 213 048 (T6) per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Navrae met betrekking tot pos:

Skakel Mnr U Nakasa, Bestuurder: Inkomste Dienste, by 023 615 8050

Internskap: Finansiële Bestuur (Verw Nr 68/2024)

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 139 728 – R 180 504 (T5) per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Navrae met betrekking tot pos:

Skakel Me L Nokama, Bestuurder: Begrotingskantoor by 023 615 8032

DIREKTORAAT KORPORATIEWE DIENSTE

Hoof: Verkeersdienste (Heradvertering) (Verw Nr 69/2024)

Kwalifikasies/ Ervaring:	'n Relevante B-graad of B-Tech/ Polisiëringsgraad (NQF 7); Basiese Opleidingskwalifikasie; Geen kriminele rekord, Vuurwapenvaardigheid; 8 jaar of meer toepaslike ondervinding vereis, insluitend bewese toesighoudende / bestuurservaring; Kode B-bestuurslisensie; Rekenaargeletterdheid: MS Office
Sleutelprestasie gebiede:	Verkeersdienstebestuur; Begrotingsbeheer en risikobestuur; Bestuur en statutêre vereistes; Bestuur van prestasie, produktiwiteit en personeel; Kontrakbestuur; Verhoudingsbestuur en kommunikasie; Administrasie funksies; Spesiale projekbestuurstake; Noodbestuur; Interne en eksterne kommunikasie
Byvoegdhede:	Kern professionele – 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 - 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 en resultate van die werkseenheid te bereik - Organisatoriese bewustheid - Streef billike dienslewering aan met inagneming van hoe politieke en dienskwessies, program, beleide en besluite openbare belange / bekommernisse beïnvloed - Dissipline spesifieke vaardighede - 'n bevredigende vlak van tegniese en professionele vaardigheid of kennis in posverwante gebiede bereik het; 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, monitor en evalueer spesifieke aktiwiteite ten einde die verlangde uitsette en uitkomst te lewer – Werkplekveiligheid - Die vermoë om die behoeftes van werknemers te assesser en dit te koppel aan die munisipaliteit se beleid oor gesondheid, veiligheid en welstand – Begroting - Maksimeer die munisipaliteit se besigheidsin en toon 'n gesonde besigheidsbegrip in die toepassing van die mees doeltreffende bestuurspraktyke om munisipaliteit en departement se finansieringsdoelwitte en -doelwitte te bereik - 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 – Diensleweringsoriëntasie - 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 - Aksie en uitkoms – Oriëntasie - Die vertoon van hoë werksetiek in die stel en bereiking van uitdagende doelwitte, die nakoming van spertye en die nakoming van beloftes. Dit manifesteer hom in 'n mens se vermoë om gefokus te bly op take, 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 - Etiek en aanspreeklikheid - Die vermoë om te innoveer en die status quo uit

te daag en die vermoë om verandering te hanteer wat deur ander gedryf word – Rigtinginstelling - Die vermoë om ander te motiveer en te inspireer om vrywillig hul beste te lewer in die rigting van '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 assesseer en om hul ontwikkeling aan te moedig met die oog op die optimalisering van hul talent en potensiaal - 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.

Standplaas:

Ashton

Status:

Permanente aanstelling

Vergoeding:

R 649 320 – R 842 856 (T16) per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid. Deelname aan die perk vervoerskema.

Navrae met betrekking tot pos: **Skakel Mnr AWJ Everson, Direkteur: Korporatiewe Dienste, by 023 615 8007**

Let wel: Applikante wat voorheen aansoek gedoen het, moet nie weer aansoek doen nie. Die vorige aansoeke sal ook oorweeg word.

DIREKTORAAT GEMEENSKAP DIENSTE

Snr Klerk: Behuising (Verw Nr 70/2024)

Kwalifikasies/ Ervaring:

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

Sleutelprestasie gebiede:

Hanteer navrae en klagtes vanaf die publiek; Doen inspeksies en ondersoeke; Doen administrasie mbt die oorpasing van huise, die allokering van nuwe huise en huurverkope

Byvoegdhede:

Kernprofessioneel - Beïnvloeding - Die vermoë om met ander te kommunikeer en hulle te beïnvloed om die beste alternatief uit 'n reeks opsies aan te neem - . Tegniese Kommunikasie - Die vermoë om tegniese inligting en idees effektief deur 'n verskeidenheid media aan individue of groepe oor te dra wat hul aandag en begrip van die boodskap trek en behou - Organisasoriese Bewustheid - Toon 'n bewustheid van die Munisipaliteit se sleuteldrywers, impak op dienslewering en verstaan die politieke ondertone en gevolge binne die Munisipaliteit - 4. Konseptuele denke - 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 die gevolge en implikasies en toon kreatiwiteit - Projekbestuur - Vermoë om self en ander se take te beplan, koördineer en te beheer om projekte en take te lewer volgens die vereiste spesifikasie en binne begroting en skedule - . Finansiële Bestuur - Toon 'n bewustheid van begrotingsbeperkings en funksioneer versigtig binne finansiële perke - Inligtingsmeting en -monitering - Toon 'n vermoë om inligting in te samel, te hersien en te ontleed, tendense te identifiseer en daaroor verslag te doen - Tegnologiegebruik - Toon 'n vermoë om tegnologie in die werkplek om prestasie te optimaliseer en voortreflike resultate te lewer - 1. Diensleweringsoriëntering - Die vermoë om personeel te fokus op dienslewering en die belange van die inwoners en hul gemeenskappe - Interpersoonlike Verhoudings - Die vermoë om

produktiewe verhoudings met mense binne en in stand te hou en te handhaaf. buite die Munisipaliteit – Kommunikasie – Kommuniqueer 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 - Kliënt-oriëntasie en kliëntfokus - Verstaan die diensbehoefte van 'n kliënt / kliënt (intern of ekstern) en fokus aktief daarop om te antisipeer, die behoeftes op 'n tydige en toepaslike wyse te bevredig en te oortref - Persoonlike vaardighede - 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 '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 - 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 'Groter prentjie' te sien - Verantwoordbaarheid en etiese gedrag - Vermoë om die hoogste standaarde van etiese en morele gedrag te toon en te bou ten einde vertroue en vertroue in die staatsdiens te bevorder en om te voldoen aan kodes van goeie korporatiewe bestuur - Rigting Omgewing - 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 rigting van 'n gemeenskaplike visie of doelwit - 2. Impak en Invloed - Die vermoë om 'n positiewe gesindheid in ander en in staat wees om ander effektief te beïnvloed - 3. 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 kapasiteit om 'n samewerkende klimaat te bevorder, groepdinamika te verstaan en toepaslike fasiliteringstegnieke toe te pas in samewerking met ander om 'n gedeelde doelwit te bereik.

Standplaas:

McGregor

Status:

Permanente aanstelling

Vergoeding:

R 164 100 – R 213 048 (T6) per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Navrae met betrekking tot pos:

Skakel Me MB Brown, Bestuurder: Menslike Nedersettings Administrasie by 023 626 8058

Kantoor Assistent (Heradvertering) (Verw Nr 71/2024)

Kwalifikasies/ Ervaring:

Graad 12; Rekenaargeletterdheid: MS Office; 0-2 jaar ondervinding Verantwoordelik vir die personeel van die Montagu-staproeie in Joubertpark; Normale daaglikse operasionele en instandhoudingsaktiwiteite; Verantwoordelik vir gereedskap en toerusting; Sny van parke, rowwe grasgebiede en begraaftplase; Installasie van nuwe tuinareas; Toediening van onkruidodders en insekdoders, Bedryf van, installering en herstel van besproeiing; Uitreik van permitte aan stappers en hantering van kontant

Byvoegdhede:

Kernbevoegdhede -Geskrewe Kommunikasie - Die vermoë om

skriftelik te kommunikeer soos toepaslik met 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
 te verseker en voldoening aan die relevante munisipale standaarde –
 Beïnvloeding – 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 te identifiseer en etiese
 kwessies en belangebotsings te hanteer – Organisasoriese
 bewustheid - Die vermoë om die Munisipaliteit se doelwitte te
 verstaan, en die impak van besluite op die gemeenskap en die
 funksionering van die departement - Probleemoplossing - Die vermoë
 om potensiële probleemareas te identifiseer, die probleem in
 samestellende dele op te breek, potensiële oplossings te genereer,
 selekteer 'n opsie en implementeer dit - Beplanning en Organisering -
 Die vermoë om aktiwiteite binne spesifieke tydraamwerke te beplan
 en dan hierdie aktiwiteite volgens plan uit te voer -
 Besigheidsprosesse - Vermoë om met stelsels of
 komponentprosesse te skakel en deurlopende verbeterings aan te
 bring - Gebruik van Tegnologie - Die vermoë om tegnologie in die
 werkplek te gebruik om die funksionering van die Munisipaliteit te
 optimaliseer - Dataverwerking en -analise - Vermoë om data te
 verwerk en verbeterings in die manier waarop dit verwerk word na
 vore te bring - 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 toepaslik te reageer op mondelinge en geskrewe
 kommunikasie van ander - Dienslewering Oriëntering - Die vermoë
 om nuwe maniere om dienste te lewer wat bydra tot die verbetering
 van munisipale prosesse te verken en te implementeer ten einde
 munisipale doelwitte te bereik - Kliënte-oriëntering en kliëntfokus -
 Verstaan die diensbehoefte van 'n kliënt/kliënt (intern of ekstern) en
 aktief fokus daarop om die behoeftes op tydige en gepaste wyse te
 antisipeer, te ontmoet en te oorskry - Aksie-oriëntering - Die vertoon
 van hoë werksetiek in die stel en bereik 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 -
 Verandergeredheid - Die vermoë om te innoveer en die status quo
 uit te daag en die vermoë om verandering te hanteer wat deur ander
 gedryf word - Kognitiewe vermoë - Die vermoë om inligting in te
 samel, kwessies te analiseer en kompleksiteit en dubbelsinnigheid te
 hanteer. Toon langtermyn denke. Volg op 'n logiese wyse deur,
 bewus van die gevolge en implikasies. Is in staat om die 'Groter
 prentjie' te sien - Leeroriëntasie - 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 houding by ander te inspireer en in staat te wees om ander
 effektief te 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 doel te bereik - Rigtingstelling - 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 -
 Afrigting en Mentorskap - Die vermoë om vaardighede, prestasie en

	potensiaal van ondergeskiktes te assesser en aan te moedig hul ontwikkeling met die oog op die optimalisering van hul talent
Standplaas	Montagu
Status:	Permanente aanstelling
Vergoeding:	R 127 140 – R 160 332 (T4) per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid
Navrae met betrekking tot pos:	Skakel Me V Flepu, Bestuurder: Parke & Geriewe, by 023 626 8254

Biblioteek Hulp (Verw Nr 74/2024)

Kwalifikasies/ Ervaring:	Graad 12, Basiese rekenaargeletterdheid, 6 maande tot 1 jaar ondervinding
Sleutelprestasie gebiede:	Verskaf bodediens aan biblioteke om te verseker dat inligting op datum is; Doen biblioteek voorraad, regpak van rakke; raklees en kliente diens; Verantwoordelik vir die skoonmaak van die biblioteke; Doen liasering; Verantwoordelik vir verversingdienste tydens vergaderings en uitreikprogramme; Toesig oor kinders in die biblioteek; Help met herstel van boeke en maak van fotostate vir die publiek.
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 te verseker en voldoening aan die relevante munisipale standaarde – Beïnvloeding – Die vermoë om met ander te kommunikeer en hulle te beïnvloed om die beste alternatief uit 'n reeks opsies te aanvaar – Etiek en Professionaliteit - Die vermoë om te identifiseer en etiese kwessies en belangebotsings te hanteer - Organisasiebewustheid - Die vermoë om die munisipaliteit se doelwitte te verstaan, en die impak van besluite op die gemeenskap en die funksionering van die departement - Probleemoplossing - Die vermoë om identifiseer potensiële probleemareas, om die probleem in komponente op te breek, genereer potensiële oplossings, kies 'n opsie en implementeer dit - Beplanning en Organisering - Die vermoë om aktiwiteite binne spesifieke tydraamwerke te beplan en dan om voer hierdie aktiwiteite volgens plan uit - Besigheidsprosesse - Vermoë om by stelsels of komponentprosesse betrokke te raak en deurlopende verbeterings aan te bring - Gebruik van Tegnologie - Die vermoë om tegnologie in die werkplek te benut om die funksionering van die Munisipaliteit te optimaliseer - Dataverwerking en -analise - Vermoë om data te verwerk en verbeterings na vore te bring in die wyse 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 kapasiteit om aandagtig te luister, kwessies te begryp, aanbiedings inligting op 'n duidelike wyse en reageer toepaslik 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 - Kliënteoriëntasie en Kliënt Fokus - Verstaan die diensbehoefte van 'n kliënt/kliënt (intern of ekstern) en fokus aktief daarop om die behoeftes betyds en gepaste te antisipeer, te ontmoet en te oortref - Aksie-oriëntasie - Die vertoon van hoë werksetiek in die stel en bereik van uitdagende doelwitte, ontmoeting spertye en belofte nakom. 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 - Verandergeredheid - Die vermoë om te innoveer en die status quo uit te daag en die vermoë om verandering te hanteer wat deur ander gedryf word - Kognitiewe vermoë - Die vermoë om inligting in te samel, kwessies te analiseer en kompleksiteit en dubbelsinnigheid te hanteer. Toon langtermyn denke. Volg op 'n logiese wyse deur, bewus van die gevolge en implikasies. Is in staat om die 'Groter prentjie' te sien - 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 bevorder 'n samewerkende klimaat, verstaan groepdinamika en pas toepaslike fasiliteringstegnieke toe om saam met ander te werk om 'n gedeelde doelwit te bereik - Rigtingstelling - Die vermoë om 'n duidelike gevoel van gemeenskaplike doel en visie vir ander te skep met die oog daarop om inkoop en toewyding te verkry na 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:

Bonnievale

Status:

Permanente aanstelling

Vergoeding:

R 139 728 – R 180 504 (T5) per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Navrae met betrekking tot pos:

Skakel Me FQ Gumede, Bestuurder: Biblioteke, by 023 626 8205

DIREKTORAAT INGENIEURSDIENSTE

Bestuurder: Elektriese Ingenieursdienste (Heradvertering) (Verw Nr 72/2024)

Kwalifikasies/ Ervaring:

'n Toepaslike B Ingenieursgraad (NQF7) en geskiktheid vir registrasie as Pr Ingenieur; Moet in besit wees van 'n Staatstifikaat van Bevoegdheid (GCC); 10 jaar en meer toepaslike ondervinding; Kode B bestuurslisensie; Rekenaargeletterdheid: MS Office

Sleutelprestasie gebiede:

Bestuur en kontroliering van afdeling; Bestuur van departement se begroting; Verseker voertuigbeheer; Voorsien administratiewe funksie; Bestuur van Personeel; Kommunikeer en skakeling met verskillende departemente; Bestuur en toesighouding van kapitaal projekte; Monitor kontrakprestasiebestuur; Verslagdoening aan betrokke Direkteur

Byvoegdhede:

Funksioneel - Bestuur van werk - Bestuur eie tyd en beskikbare hulpbronne en gereedskap effektief om te verseker dat werk doeltreffend en betyds voltooi word – Probleemoplossing - Die vermoë om potensiele probleme te identifiseer, om die probleme in komponente op te breek, om potensiele oplossings te genereer, om 'n opsie te kies en dit te implementeer - Beplanning en organisering - Die vermoë om aktiwiteite binne spesifieke tydramwerke te beplan en om hierdie aktiwiteite volgens plan uit te voer - Kwaliteit Oriëntasie - Verseker hoë kwaliteit uitset, kontroleer prosesse en take akkuraat en toon aandag aan detail – Werkplekveiligheid - Die vermoë om toestande wat werknemers se veiligheid beïnvloed, te identifiseer en reg te stel - Dissipline spesifieke vaardighede - Toon 'n bevredigende vlak van tegniese vaardigheid, kennis, ondervinding en kwalifikasies relevant tot die rol - Diensleweringsoriëntasie - 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 in stand te hou – Diensleweringsoriëntasie - 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 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 - Kliënteoriëntasie en kliëntfokus - Verstaan die diensbehoefte van 'n kliënt / kliënt (intern of ekstern) en fokus aktief daarop om die behoeftes te antisipeer, te ontmoet en te oortref op 'n tydige en toepaslike wyse - Aksie-oriëntasie - 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 op druk-/stressituasies te reageer en die vermoë om te volhard met doelwitte ten spyte van struikelblokke - Verantwoordbaarheid en etiese gedrag - Vermoë om die hoogste standaarde 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 – Leeroriëntasie - Die gewilligheid en motivering om te leer, kennis op te doen, insig te ontwikkel en op voortdurende selfverbetering te fokus – Rigtinginstelling - 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 - Span Oriëntasie - 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.

Standplaas:

Robertson

Status:

Permanente aanstelling

Vergoeding:

R 649 320 – R 842 856 (T16) per jaar, asook die normale voordele soos van toepassing op 'n Plaaslike Owerheid. Deelname aan die perk vervoerskema

Navrae met betrekking tot pos:

Skakel Mnr D Louwrens, Direkteur: Ingenieursdienste, by 023 626 8248

Spesiale Werksman: Geboue (Verw Nr 73/2024)

Kwalifikasies/ Ervaring:

Bevoegdheidssertifikaat, Graad 11 of gelykwaardige N2 sertifikaat; 2-3 jaar toepaslike ondervinding; Kode B bestuurslisensie

Sleutelprestasie gebiede:

Verantwoordelik vir die doen van instandhoudingswerk op munisipale geboue wat pleisterwerk, verf, teelwerk en houtwerk insluit; Beheer uitoefen oor toerusting en materiaal in afdeling; Assisteer met die lê van plaveisel en stene sowel as fondasies; Loodgieterwerk kan doen; Sweiswerk van veiligheidshekke en diefwering; Toesighouding oor algemene assistente; Verseker take word professioneel uitgevoer

Vaardighede:

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 'Bigger Picture' te sien; Beplanning en Organiserings – Die vermoë om die werkseenheid te beplan en te organiseer deur doelwitstelling, doelwitte, teikens te gebruik, werkskediule en werkplanne met gepaardgaande hulpbronne en begrotings te skep, volgens die munisipaliteit se prosedures ten einde die take, funksies, resultate van die werkseenheid; Organisatoriese bewustheid – dryf billike dienslewering met inagneming van hoe politieke en dienskwessies, program, beleide en besluite openbare belange / bekommernisse beïnvloed; Funksioneel – Dissipline spesifieke vaardighede – Om 'n bevredigende vlak van tegniese en professionele vaardigheid of kennis in posverwante gebiede te bereik; 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 ten einde die verlangde uitsette en uitkomste te lewer; Werkplekveiligheid – Die vermoë om die behoeftes van werknemers te assesser en dit te koppel aan die munisipaliteit se beleid oor gesondheid, veiligheid en welstand; Begroting – Maksimeer die munisipaliteite se besigheidsin en toon 'n goeie besigheidsbegrip in die toepassing van die mees doeltreffende bestuurspraktyke om munisipaliteite en departement se finansieringsdoelwitte en -doelwitte te bereik; 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 wyse 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 ten einde munisipale doelwitte te bereik; Persoonlik – Aksie- en uitkoms-oriëntasie – Die vertoon van hoë werksetiek in die stel en bereik van uitdagende doelwitte, die nakoming van spertye en die nakoming van beloftes. 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 op druk-/stressituasies te reageer en die vermoë om te volhard met doelwitte ten spyte van struikelblokke en terugslae; Etiek en aanspreeklikheid – Die vermoë om te innoveer en die status quo uit te daag en die vermoë om verandering te hanteer wat deur ander gedryf word; Bestuur / Leierskap - Rigtingstelling – Die vermoë om ander te motiveer en te inspireer om vrywillig hul beste te lewer in die rigting van '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:

Status:

Robertson

Permanente aanstelling

Vergoeding: R 198 480 – R 257 556 (T7) per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Navrae met betrekking tot pos: Skakel Mnr CGH Posthumus, Snr Bestuurder: Siviële Ingenieursdienste, by 023 615 8000

Sluitingsdatum: 29 November 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 28 Februarie 2025 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

Snr Accountant: AFS & Reporting (Ref Nr 63/2024)

Qualifications/ Experience:	Relevant 3 year qualification, preferably a National Diploma (NQF6) or B Com (NQF7) with Financial Accounting as a major subject; Computer literacy; MS Office; Code B driving licence; 5-8 years relevant experience required which includes 2 years of supervisory experience.
Key Performance Areas:	Manage and supervise personnel; Responsible to give direction regarding administration and reportings; Ensure that enquiries from the Auditor General are properly addressed; Manage and control assets according to specific accounting procedures; Directs the implementation of specific procedures, systems and controls associated with compilation of financial statements; Manages the execution of specific sequences associated with controlling of investments and loans ,Assist, provide oversight and review of reconciliations in relation to monthly, quarterly and mid-year financial reports, and yearly AFS.Assist with compilation of monthly, quarterly, mid-year reporting and annual AFS.
Manage and supervise personnel;	Responsible to give direction regarding administration and reportings; Ensure that enquiries from the Auditor General are properly addressed; Manage and control assets according to specific accounting procedures; Directs the implementation of specific procedures, systems and controls associated with compilation of financial statements; Manages the execution of specific sequences associated with controlling of investments; Assist, oversight and review of reconciliations in relation to monthly financial reports, monthly and yearly AFS. Assist with compilation of monthly and annual AFS
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 - 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 - 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 444 288 – R 576 744 (T13) per annum as well as normal benefits as applicable to a Local Authority.

Enquiries regarding post:

Contact Me L Nokama, Manager: Budget Office at 023 615 8032

Snr Accountant: Income (Ref Nr 64/2024)

Qualifications/ Experience:

Relevant 3 year qualification, preferably a National Diploma (NQF6) or B Com (NQF7) with Financial Accounting as a major subject; Computer literacy; MS Office; Code B driving licence; 5-8 years relevant experience required which includes 2 years of supervisory experience.

Key Performance Areas:

Management and supervision of staff; Responsible for giving direction regarding administrative and reporting tasks; Ensure that

Competencies

inquiries from Internal Auditor and Auditor General are effectively addressed; Compilation of detailed debtors reconciliation; Administer and implement procedures, systems and controls in Revenue department; Update of transfers; Review and approval of journals; Preparation of working documents and journals for the preparation of financial statements and budget.

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 - 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 - 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 394 656 – R 512 256 (T12) per annum as well as normal benefits as applicable to a Local Authority
 Enquiries regarding post: **Contact Mr U Nakasa, Manager: Income Services, by 023 615 8050**

Principal Clerk: Budget (Ref Nr 65/2024)

Qualifications/ Experience: Grade 12 with Accounting, Computer literacy: MS Office, 2-3 years relevant experience

Key Performance Areas: Assist with the compilation of Annual and Adjusted operational and Capital budgets by compiling the budget file and verify alignment of the contents with the budget schedules. Compile the general ledger accounts to ensure that budgeted accounts populate to the correct ledger, ensure compliance with Generally Recognised Accounting Practice (GRAP), MSCOA chart, National Treasury norms and standards and specific Council requirement. Ensuring alignment with MSCOA standards and any changes to the standards. Prepare and capture vote transfers from various internal departments. Prepare departmental reports in terms of budget monitoring. Assist with Service Delivery and Budget implementation plan (SDBIP) report. Obtain and update cost driver information in Secondary costing. Assist in compiling financial reports as and when required.

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.

Place of work:

Ashton

Status:

Permanent appointment

Remuneration:

R 198 480 – R 257 556 (T7) per annum as well as normal benefits as applicable to a Local Authority

Enquiries regarding post:

Contact Me L Nokama, Manager: Budget Office at 023 615 8032

Snr Clerk: Assets (Re-advertisement) (Ref Nr 66/2024)

Qualifications/ Experience:

Grade 12, Computer literacy: MS Office, 1-2 years relevant experience; Code B driving licence

Key Performance Areas:

Administer and maintain the asset and inventory register; Ensure proper control measures are followed for the management, safeguarding and maintenance of assets and inventory items; Account for all assets on acquisitions, transfer and disposal to support asset register; Assist with duties with respect to insurance of municipal assets and insurance claims.

Competencies:

Core Professional - Influencing - The ability to interact with others and influence them to adopt the best alternative from a range of options - Technical Communication - The ability to convey technical information and ideas effectively, through a variety of media to individuals or groups that attracts and retains their attention and understanding of the message - Organisational Awareness - Demonstrates an awareness of the Municipality's key drivers, impacts on service delivery and understands the political undertones and consequences within the Municipality - 4. Conceptual Thinking - 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 and shows creativity - Project Management - Ability to plan, co-ordinate and control the tasks of self and others to deliver projects and tasks to the required specification and within budget and schedule - . Financial Management - Displays an awareness of budgetary constraints and operates prudently within financial limits - Information Measuring and Monitoring - Displays an ability to collect, review and analyse information, identify trends and report on them - Technology Usage - Displays an ability to utilise technology in the workplace to optimise performance and deliver superior results - 1. Service Delivery Orientation - The ability to focus staff on service delivery and the interests of the residents and their communities - 2. 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 - 4. Client 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 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 - 2. Impact and Influence - The ability to inspire a positive attitude in others and be able to influence others effectively - 3. 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:

Ashton

Status

Permanent appointment

Remuneration:

R 164 100 – R 213 048 (T6) per annum as well as normal benefits as applicable to a Local Authority

Enquiries regarding post:

Contact Ms L Nokama, Manager: Budget Office at 023 615 8032

Snr Clerk: Data Capturing / Enquiries (Ref Nr 67/2024)

Qualifications/ Experience:	Grade 12, Computer literacy: MS Office, 1-2 years relevant experience
Key Performance Areas:	Responsible for all tasks relating to meters; Upload and download of meter details; Compiling Exception reports; Responsible for all tasks relating to debtors; Monthly debit raising, compiling journals; Does month end processes; Updates ACB-transactions-debit orders
Competencies:	Core Professional - Influencing - The ability to interact with others and influence them to adopt the best alternative from a range of options - . Technical Communication - The ability to convey technical information and ideas effectively, through a variety of media to individuals or groups that attracts and retains their attention and understanding of the message - Organisational Awareness - Demonstrates an awareness of the Municipality's key drivers, impacts on service delivery and understands the political undertones and consequences within the Municipality - 4. Conceptual Thinking - 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 and shows creativity - Project Management - Ability to plan, co-ordinate and control the tasks of self and others to deliver projects and tasks to the required specification and within budget and schedule - . Financial Management - Displays an awareness of budgetary constraints and operates prudently within financial limits - Information Measuring and Monitoring - Displays an ability to collect, review and analyse information, identify trends and report on them - Technology Usage - Displays an ability to utilise technology in the workplace to optimise performance and deliver superior results - 1. Service Delivery Orientation - The ability to focus staff on service delivery and the interests of the residents and their communities - 2. 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 - 4. Client 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 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 - 2. Impact and Influence - The ability to inspire a positive attitude in others and be able to influence others effectively - 3. 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: Ashton
Status: Permanent appointment
Remuneration: R 164 100 – R 213 048 (T6) per annum as well as normal benefits as applicable to a Local Authority
Enquiries regarding post: Contact Mr U Nakasa, Manager: Income Services, at 023 615 8050

Internship: Financial Management (Ref Nr 68/2024)

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 139 728 – R 180 504 728 (T5) per annum as well as normal benefits as applicable to a Local Authority
Enquiries regarding post: Contact Ms L Nokama, Manager: Budget Office at 023 615 8032

DIRECTORATE CORPORATE SERVICES

Chief: Traffic Services (Re-advertisement) (Ref Nr 69/2024)

Qualifications/ Experience: Relevant B Degree or B-Tech / policing degree (NQF 7); Basic Training Qualification; No criminal record, Firearm proficiency; 8 years' or more relevant experience required inclusive of proven supervisory / managerial experience; Code B drivers licence; Computer literacy: MS Office
Key Performance Areas: Traffic Services management; Budget control and risk management; Management and statutory requirements; Management of performance, productivity and personnel; Contract management; Relationship management and communication; Administration functions; Special project management tasks; Emergency management; Internal and external communication
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 and objectives - 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:

Ashton

Status:

Permanent appointment

Remuneration:

R 649 320 – R 842 856 (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 AWJ Everson, Director: Corporate Services, at 023 615 8007

Note: Applicants that previously applied, do not have to apply again. Their applications will be considered.

DIRECTORATE COMMUNITY SERVICES

Snr Clerk: Housing (Ref Nr 70/2024)

Qualifications/ Experience:	Grade 12, Computer literacy: MS Office, 2-5 years relevant experience; Code B driving licence
Key Performance Areas:	Handle enquiries and complaints from the public; Do investigations and inspections; Render an administrative function regarding transfer of houses, allocation of houses and rental stock
Competencies:	Core Professional - Influencing - The ability to interact with others and influence them to adopt the best alternative from a range of options - . Technical Communication - The ability to convey technical information and ideas effectively, through a variety of media to individuals or groups that attracts and retains their attention and understanding of the message - Organisational Awareness - Demonstrates an awareness of the Municipality's key drivers, impacts on service delivery and understands the political undertones and consequences within the Municipality - 4. Conceptual Thinking - 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 and shows creativity - Project Management - Ability to plan, co-ordinate and control the tasks of self and others to deliver projects and tasks to the required specification and within budget and schedule - . Financial Management - Displays an awareness of budgetary constraints and operates prudently within financial limits - Information Measuring and Monitoring - Displays an ability to collect, review and analyse information, identify trends and report on them - Technology Usage - Displays an ability to utilise technology in the workplace to optimise performance and deliver superior results - 1. Service Delivery Orientation - The ability to focus staff on service delivery and the interests of the residents and their communities - 2. 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 - 4. Client 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 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 - 2. Impact and Influence - The ability to inspire a positive attitude in others and be able to influence others effectively - 3. 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: McGregor
 Status: Permanent appointment
 Remuneration: R 164 100 – R 213 048 (T6) per annum as well as normal benefits as applicable to a Local Authority
 Enquiries regarding post: **Contact Mrs MB Brown, Manager: Human Settlements Administration at 023 626 8058**

Office Assistant (Re-advertisement) (Ref Nr 71/2024)

Qualifications/ Experience: Grade 12; Computer Literacy: MS Office; 0-2 years experience
 Key Performance Areas: Responsible for staff at the Montagu Hiking Trail in Joubert Park; Normal daily operational and maintenance activities; Responsible for tools and equipment; Mowing of parks, rough grass areas and cemeteries; Installation of new garden areas; Applying herbicides & insecticides, Operation of, installing & repairing irrigation; Issuing of permits to hikers and handling of cash
 Competencies: Core Competencies -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 objectives, 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, presents 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 the needs in 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 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 logic 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 views of optimising their talent

Place of work:

Montagu

Status:

Permanent appointment

Remuneration:

R 127 140 – R 160 332 (T4) per annum as well as normal benefits as applicable to a Local Authority

Enquiries regarding post:

Contact Ms V Flepu, Manager: Parks & Amenities, at 023 626 8254

Library Attendant (Ref Nr 74/2024)

Qualifications/ Experience:

Grade 12, Basic computer literacy, 6 months - 1 year experience.

Key Performance Areas:

Render messenger service to the libraries to ensure that up to date information is available and messenger duties are executed, Attending to library stock, shelving, shelf reading and client services to ensure neat library stock and good service delivery to the community; Attending to library cleaning materials and preparing stationery to ensure cleaning duties and certain administrative processes run smoothly; Attending to refreshment duties to ensure refreshment duties run smoothly during meetings or outreach programs; Maintain a clean, neat and hygienic library to ensure a pleasant and healthy environment for library staff and patrons; Supervision of children in the library; Assisting with repairing, processing & covering new arrival books; and making photo stats for the public.

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 objectives, 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, presents 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 the needs in 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 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 logic 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 views of optimising their talent

Place of work:

Bonnievale

Status:

Permanent appointment

Remuneration:

R 139 728 – R 180 504 (T5) per annum as well as normal benefits as applicable to a Local Authority

Enquiries regarding post:

Contact Me FQ Gumede, Manager: Libraries, at 023 626 8205

DIRECTORATE ENGINEERING SERVICES

Manager: Electrical Engineering Services (Re-advertisement) (Ref Nr 72/2024)

Qualifications/ Experience:	A relevant B Engineering (NQF7) degree and eligibility for registration as Pr Engineer; Must be in possession of a Government Certificate of Competency; 10 years or more relevant experience; Code B driving licence; Computer literacy: MS Office
Key Performance Areas:	Manage and controlling of section; Manage the department's budget; Ensure Vehicle control; Provides an Administration function; Manage Personnel; Communicate with and liaise with the different departments; Manage and supervise capital projects; Monitor contract performance; Reporting to relevant Director
Competencies:	Functional - Management of 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 components, to generate potential solutions , to choose an option and implement it - Planning and organizing - The ability to plan activities within specific time frames and to carry out these activities according to plan - Quality Orientation - Ensures high quality output, checks processes and tasks accurately and shows attention to detail - Workplace safety - The ability to identify and correct conditions affecting employee safety - Discipline specific skills - Demonstrates 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 to deliver services that contribute to the improvement of municipal processes to achieve municipal goals - Interpersonal relationships - The ability to establish and maintain productive relationships with people inside and outside the City - Service delivery orientation - The ability to explore and implement new ways to deliver services that contribute to the improvement of municipal processes to achieve municipal goals - Interpersonal relationships - The ability to establish and maintain productive relationships with people inside and outside the City hold – Communication - The ability to listen attentively, understand issues, present information in a clear manner and respond appropriately to oral and written communication from others - The ability to listen attentively, understand issues, present information in a clear manner and respond appropriately to oral and written communication from others; Service delivery orientation – The ability to explore and implement new ways to deliver services that contribute to the improvement of municipal processes to achieve municipal goals; Personal – Action and outcome orientation – Exhibiting high work ethics in setting and achieving challenging goals, meeting deadlines and keeping promises. This manifests itself in one's ability to remain focused on task, to be energetic, persistent and reliable; Resilience – The ability to respond constructively to pressure/stress situations and the ability to persevere with goals despite obstacles and setbacks; Cognitive Ability – The ability to gather information, analyze 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'; Readiness for change – 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 to be able to influence others effectively; Team Orientation – The ability to foster a collaborative 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 a view to optimizing their talent

Place of work

Robertson

Status:

Permanent appointment

Remuneration:

R 649 320 – R 842 856 (T16) per annum as well as normal benefits as applicable to a Local Authority. Participation in perk vehicle scheme.

Enquiries regarding post:

Contact Mr D Louwrens, Director: Engineering Services, on 023 626 8248

Special Workman: Buildings (Ref Nr 73/2024)

Qualifications/ Experience:

Proficiency certificate; Grade 11 or equivalent N2 certificate; 2-3 years relevant experience; Code B driving licence

Key Performance Areas:

Responsible for the doing of maintenance work on municipal buildings that includes plastering, painting, tiling, and woodwork; Control over equipment and material in section; Assist with the laying of paving and kerbs as well as foundations; Doing of plumbing; Welding of safety gates and burglar bars; Supervision over general assistants; Ensure that tasks are executed professionally

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 in order 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; Functional – 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 and objectives; 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 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; Management / Leadership - 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:

Robertson

Status:

Permanent appointment

Remuneration:

R 198 480 – R 257 556 (T7) per annum as well as normal benefits as applicable to a Local Authority.

Enquiries regarding post:

Contact Mr CGH Posthumus, Snr Manager: Civil Engineering Services, at 023 615 8000

Closing date: 29 November 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 28 February 2025 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