

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:

KANTOOR VAN DIE MUNISIPALE BESTUURDER

Hoof Uitvoerende Ouditeur (Heradvertering) (Verw Nr 43/2025)

Kwalifikasies/ Ervaring:	Relevante 3 jaar kwalifikasie (NQF7) in audit of interne audit as voorkeur, Rekenaargeletterdheid: MS Office, 8 jaar of meer met 2 jaar toesighouding wat alle aspekte van die audit funksie dek in IIA Standards 1000 en 2000, Registrasie by Professionele Liggaam van Interne Ouditeure; Kode B bestuurslisensie
Sleutelprestasie gebiede:	Verantwoordelik vir Interne Audit, Prestasiebestuur Oudit, Risikobestuur en Besigheids Kontinuiteit; Verantwoordelik vir die bestuur van die personeel in die Interne Oudit afdeling; Ontwikkeling van 'n doeltreffende professionele verhouding met die Oudit en Prestasie Komitee en voorsiening van 'n sekretariële funksie aan die Oudit en Prestasie Komitee; Koördineer spesifieke prosesse om die formulering van en uitrol van 3 jaar strategiese audit plan te ondersteun; Monitor die nakoming en onderneem ondersoeke om te bepaal wat die mate van variasie of nie-ooreenstemming aan statutêre vereistes, beleide en prosedures is; Adviseer direkteure/bestuurders oor die ontwerp en implementering van kostebesparende beheerstelsels; Verantwoordelik om te verseker dat risiko's geïdentifiseer en bestuur word.
Byvoegdhede:	Kern Professioneel - Geskrewe Kommunikasie: Die vermoë om komplekse inligting in verstaanbare dokumente vir spesifieke gehore te kommunikeer. Mondelinge Kommunikasie: Die vermoë om komplekse konsepte op 'n verstaanbare en oortuigende wyse te verwoord. Navorsing en Analise: Vermoë om 'n auditprobleem in samestellende dele te verdeel, sleutelkwessies te identifiseer, gesag in die vorm van statuut/beleid op te spoor en auditverslae saam te stel om 'n posisie te ondersteun. Voorspraak / Onderhandeling: Die vermoë om Interne Ouditbelangstelling in toepaslike forums te ontwikkel en aan te bied, die beste moontlike uitkomst aan te bied en te onderhandel. Etiek en Professionaliteit: Die vermoë om etiese kwessies en botsende belange te identifiseer en te hanteer. Organisatoriese bewustheid: Die vermoë om die munisipaliteit se doelwitte te verstaan, en die impak van besluite op die publiek en die funksionering van die verskillende direkteate. Interne Ouditkunde: Vermoë om die doeltreffendheid van risikobestuur, bestuur en interne beheerprosesse te evalueer. Betrokkenheidbestuur: Vermoë om eie take en van ander te beplan, te koördineer en te beheer om uitkomstes te lewer volgens die vereiste spesifikasie en binne begroting en skedule. Inligtingsbestuur: Die insameling en ontleding van data en die bestuur daarvan deur gebruik te maak van verskeie tegnieke om die resultate van die auditproses die beste te verduidelik. 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 werkwyse en ondersoeke te verken en te implementeer om dienste te lewer wat bydra tot die verbetering van munisipale prosesse om munisipale doelwitte te bereik. Kliëntoriëntasie en kliëntfokus: Verstaan die diensbehoefte van 'n kliënt (intern of ekstern) en fokus aktief daarop om die behoeftes te antisipeer, te ontmoet en te oorskry op 'n tydige en toepaslike wyse. Aksie- en Uitkoms-oriëntering: Die vertoon van hoë werksetiek in die stel en bereiking van uitdagende doelwitte, die nakoming van sperte en die nakoming van beloftes. Die vermoë om gefokus te bly op take, om energiek, volhoudend 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. Veranderingsgereedheid: 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 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 gesindheid by ander te inspireer en ander effektief te kan beïnvloed. Spanorientering: Die vermoë om 'n positiewe gesindheid by ander te inspireer en ander effektief te kan beïnvloed. Afrigting en Mentorskap: Die vermoë om vaardighede, prestasie en potensiaal van ondergeskiktes te assesser en om hul ontwikkeling aan te moedig met die oog op die optimalisering van hul talent en potensiaal. Strategiese vermoë / Leierskap of Rigtingstelling: Bepaal en artikuleer die visie, gee die rigting vir die organisasie en/of eenheid en inspireer ander om die organisasie mandaat na te kom.

Standplaas:

Ashton

Status:

Permanente aanstelling

Vergoeding:

R 692 088 – R 898 368 (T16) per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid. Deelname aan perk vervoerskema.

Navrae met betrekking tot pos: **Skakel Mnr DP Lubbe, Munisipale Bestuurder, by 023 615 8001**

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

DIREKTORAAT GEMEENSKAP DIENSTE

Opsigter: Fasiliteite (Verw Nr 44/2025)

Kwalifikasies/ Ervaring:

Basiese geletterdheid, Minimum Graad 10, 1-2 jaar ondervinding; Kode B bestuurslisensie

Sleutelprestasie gebiede:

Toesig oor personeel wat by die sportveld werk; Oop en sluiting van sportveld vir publiek; Naweke/na-ure/na wedstryde moet deur die fasiliteit gaan vir inspeksies in die klubhuis, netbalbane, rugbyveld en gimnasium soos per bespreking, voor en na; Skakel met die bespreking se klerk met betrekking tot besprekings; Skakel met die instandhouding toesighouer met betrekking tot

Byvoegdhede:

instandhoudingskwessies op die terrein sowel as die geboue; Hou van register, tydstate en toepassing van dissipline

Kernprofessioneel - Bestuur van werk - Bestuur eie tyd en beskikbare hulpbronne en gereedskap doeltreffend om te verseker dat werk doeltreffend en betyds voltooi word - Beplanning en organisering - Die vermoë om aktiwiteite binne spesifieke tydraamwerke te beplan en om hierdie aktiwiteite volgens plan uit te voer - Fasiliteitspesifieke vaardighede - Toon 'n bevredigende vlak van tegniese vaardigheid, kennis, ervaring en opvoeding wat relevant is tot bepaalde gemeenskapsfasiliteit - Werkplekveiligheid en - Die korrekte veiligheid van die werkplek en - Die interpersoonlike omstandighede wat werknemers beïnvloed vermoë om produktiewe verhoudings met mense binne en buite die Munisipaliteit te vestig en te handhaaf - Kommunikasie - Die vermoë om aandagtig te luister, kwessies te begryp, inligting op 'n duidelike manier aan te bied en toepaslik te reageer op mondelinge en skriftelike kommunikasie van ander - Diensleweringsoriëntering - Die vermoë om nuwe maniere te verken en te implementeer om dienste te lewer wat bydra tot die verbetering van munisipale prosesse ten einde munisipale uitdagende doelwitte te bereik - Die vertoon van hoë uitdagende werksdoelwitte - Die vertoon van hoë uitdagende werksdoelwitte doelwitte, spertye nakom en beloftes nakom. Dit manifesteer in 'n mens se vermoë om gefokus te bly op taak, om energiek, volhardend en betroubaar te wees - Veerkragtigheid - Die vermoë om konstruktief te reageer op druk / stres situasies en die vermoë om te volhard met doelwitte ten spyte van struikelblokke en terugslae - Veranderingsgereedheid - Die vermoë om te innoveer en die status quo uit te daag en die vermoë om verandering te hanteer - Leeroriëntasie - Die gewilligheid en motivering om te leer, kennis te bekom, insig te ontwikkel en te fokus op voortdurende selfverbetering - 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 eties - 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 - Rigtingstelling - Die vermoë om 'n duidelike gevoel van gemeenskaplike doel en visie vir ander te skep en die vermoë te gee om ander te motiveer en vrywillig om 'n gemeenskaplike werk te gee. visie of doelwit - Impak en Invloed - Die vermoë om 'n positiewe gesindheid by ander te inspireer en in staat te wees om ander effektief te 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, groepsdinamika te verstaan om met ander te werk en om 'n gedeelde doelwit toe te pas.

Standplaas:

Robertson

Status:

Permanente aanstelling

Vergoeding:

R 174 900 – R 227 076 (T6) per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Navrae met betrekking tot pos:

Skakel Mev LJH April, Bestuurder: Gemeenskap Fasiliteite, by 023 626 8259

Sluitingsdatum: 4 September 2025 om 12:00. Aansoeke (Aansoekvorm, CV, kwalifikasies, getuigskrif, ID en Bestuurslisensie) moet gestuur word na Ashton Kantoor **Fisiese adres:** Hoofweg 28, Ashton, 6715 of; **E-pos:** tcarstens@langeberg.gov.za; Verdere inligting is beskikbaar by die Bestuurder: Menslike Hulpbronne by Ashton Kantoor, Tel (023) 615 8035 en Menslike Hulpbronne Praktisyn: Me V Matthys by Tel (023) 615 8033 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 31 Oktober 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
Hoofweg 28
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:

OFFICE OF THE MUNICIPAL MANAGER

Chief Audit Executive (Re-advertisement) (Ref Nr 43/2025)

Qualifications/ Experience:	Relevant 3 year qualification with preference in auditing or internal audit (NQF7), Computer literacy: MS Office, 8 or more years with 2 years supervisory experience covering all aspects of the audit function (activities as depicted in IIA Standards 1000 and 2000)., Registered with professional body of Internal Auditors; Code B driving licence
Key Performance Areas:	Responsible for Internal Audit, Performance Management Audit, Risk Management and Business Continuity; Responsible to manage the personnel in the Internal audit section; Develop an effective and professional relationship with the Audit and Performance Committee and provide a secretarial function to the Audit and Performance Committee; Coordinating specific processes to support the formulation of and rolling out of 3 year strategic audit plan; Monitoring compliance and conducting investigations to determine the extent of variation or non-conformance to statutory requirements, policies and procedures; Advise directors/managers on designing and implementing cost effective control systems; Responsible to ensure that risks are appropriately identified and managed.
Competencies:	Core Professional - Written Communication: The ability to communicate complex information in understandable documents for specific audiences.Oral Communication: The ability to articulate complex concepts in an understandable convincing manner. Research and Analysis: Ability to break an audit problem into component parts, identify key issues, locate authority in the form of statute / policy and compile audit reports to support a position. Advocacy / Negotiation: The ability to develop and present Internal Audit interest in appropriate forums, presenting and negotiating the best possible outcomes. 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 public and the functioning of the various directorates. Internal Auditing: Ability to evaluate the effectiveness of risk management, governance and internal control processes. Engagement Management: Ability to plan, co-ordinate and control the tasks of self and others to deliver on engagements to the required specification and within budget and schedule. Information Management: The gathering and analysis of data and the management thereof utilising various techniques to best explain the results of the audit process. 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. Customer Orientation and Customer Focus: Understands the service needs of a client / customer (internal or external) and actively focuses on anticipating, meeting and exceeding the needs in a timely and appropriate manner. Action 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. 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 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. Strategic Capability / Leadership or Direction Setting: Determines and articulates the vision, sets the direction for the organisation and / or unit and inspires others to deliver on the organisational mandate.

Place of work: Ashton
 Status: Permanent appointment
 Remuneration: R 692 088 – R 898 368 (T16) per annum as well as normal benefits as applicable to Local Authority. Participation in perk vehicle scheme.
 Enquiries regarding post: **Contact Mr DP Lubbe, Municipal Manager, at 023 615 8001**

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

DIRECTORATE COMMUNITY SERVICES

Caretaker: Facilities (Ref Nr 44/2025)

Qualifications/ Experience: Basic literacy, Minimum Grade 10, 0-2 years experience; Code B driving licence
 Key Performance Areas: Supervision of staff working at the sport field; Open and closing of sport field for public; Weekends/ after hours/after matches have to go through the facility for inspections in the clubhouse, netball courts, rugby field and gym as per booking, before and after; Liaise with the booking's clerk with regards to bookings; Liaise with the maintenance supervisor with regards to maintenance issues on the grounds as

Competencies:

well as the buildings; Keeping of register, timesheets and applying of discipline.

Core Professional - Managing Work - Effectively manages own time and available resources and tools to ensure that work is completed efficiently and on time - Planning and organizing - The ability to plan activities within specific timeframes and to execute these activities according to plan - Facility specific skills - Shows a satisfactory level of technical skill, knowledge, experience and education relevant to particular community facility - Workplace safety - The ability to identify and correct conditions that affect employee safety - Interpersonal Relationships - The ability to establish and maintain productive relationships with people within and outside of the Municipality – Communication - The capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication of others - Service Delivery Orientation - The ability to explore and implement new ways of delivering services that contribute to the improvement of municipal processes in order to achieve municipal goals - Action Orientation - The display of high work ethic in setting and achieving challenging goals, meeting deadlines and keeping promises. It manifests itself in one's ability to stay focused on task, to be energetic, persistent and reliable – Resilience - The ability to respond constructively to pressure / stress situations and the ability to persist with goals despite obstacles and setbacks - Change Readiness - The ability to innovate and challenge the status quo and the ability to cope with change driven by others - Learning Orientation - The willingness and motivation to learn, acquire knowledge, develop insight and focus on continuous self-improvement - Problem Solving - The ability to gather information, analyse issues and deal with complexity and ambiguity. Shows long-term thinking, follows through in a logical manner, aware of consequences and implications. Is able to see the 'Bigger Picture' - Accountability and Ethical – Conduct - Ability to display and build the highest standards of ethical and moral conduct in order to promote confidence and trust in the public service and to adhere to codes of good corporate governance - Direction Setting - The ability to create a clear sense of common purpose and vision for others and the ability to motivate and inspire others to voluntarily give of their best in working towards a common vision or goal - Impact and Influence - The ability to inspire a positive attitude in others and be able to influence others effectively - Coaching and Mentoring - The ability to assess skills, performance, and potential of subordinates and to encourage their development with the view of optimising their talent and potential - Team Orientation - The capacity to promote a cooperative climate, understand group dynamics and apply appropriate facilitation techniques in working with others to achieve a shared goal.

Place of work:

Robertson

Status:

Permanent appointment

Remuneration:

R 174 900 – R 227 076 (T6) per annum as well as normal benefits as applicable to a Local Authority

Enquiries regarding post:

Contact Mrs LJH April, Manager: Community Facilities, at 023 626 8259

Closing date: 4 September 2025 at 12:00. Applications (Application form, CV, qualifications, testimonial, ID and driver's licence) must be submitted to the Municipal Manager at **Physical Address:** 28 Main Road, Ashton, 6715; **E-mail:** tcarstens@langeberg.gov.za; Further information is available from the Manager: Human Resources at Tel (023) 615 8035 and Human Resources Practitioner: Ms V

Matthys at Tel: (023) 615 8033 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 31 October 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
28 Main Road
ASHTON 6715