

Die Munisipaliteit bedien die dorpe Ashton, Robertson, Montagu, Bonnievale en McGregor in die skilderagtige Breëriviervallei/Klein Karoo gebied, 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 pos:

DIREKTORAAT: INFRASTRUKTUUR ONTWIKKELING

Snr Klerk (Administrasie) – Bestuurder: Behuising

Kwalifikasies/ Ervaring:	St 10/ Graad 12; Rekenaargeletterd
Sleutelprestasie gebiede:	Verrig van alle administratiewe funksies; Verrig sekretariële dienste van die Bestuurder: Behuising; Hantering van telefoonoproep; Verantwoordelik dat aangeleenthede binne die departement glad verloop; Versameling en verspreiding van informasie binne die departement; Verrig van tikwerk in die departement; Doen van liasseerwerk
Vergoeding:	R 76 200 – R 98 928 per jaar asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Sluitingsdatum: 23 April 2012. Aansoek/CV (afskrif van ID) met dekbriëf 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.

NB: Gunswerwing by Raadslede of enige lid van die Aanstellingskomitee sal aansoekers onmiddellik diskwalifiseer. Die Munisipaliteit is gebonde aan die beginsels van regstellende optrede soos uiteengesit in sy Diensbillikheidsplan. Aansoekers wat teen 30 Junie 2012 nog geen terugvoer gekry het nie, moet aanvaar dat hulle aansoeke nie geslaag het nie. CV's sal nie terugbesorg word nie. Die Munisipaliteit behou die reg voor om geen aanstelling te maak nie. Alle suksesvolle kandidate se aanstellings is onderhewig aan die verifikasie van kwalifikasies en kriminele rekords.

SA MOKWENI
Munisipale Bestuurder
Munisipale kantore
Privaatsak X2
ASHTON 6715

The Municipality 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 position:

DIRECTORATE: INFRASTRUCTURE DEVELOPMENT

Snr Clerk (Administration) – Manager: Housing

Qualifications/ Experience:	Std 10/ Grade 12; Computer literate
Key Performance Areas:	Execute all administrative duties; Execute duties as secretary for the Manager: Housing; Handling of telephone calls; Responsible for the smooth running of the department; Collect and distribution of information within the department; Doing typing and filing work within the department
Remuneration:	R 76 200 – R 98 928 per annum as well as normal benefits as applicable to a Local Authority.

Closing date: 23 April 2012. Application / CV (Copy of ID) with covering letter 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.

NB: Canvassing of Council members or any member of the Appointment Committee will immediately disqualify applicants. The Municipality is bound by the principles of affirmative action as set out in its Employment Equity Plan. Applicants that have not received any feedback by 30 June 2012 must accept that their applications were unsuccessful. CV's will not be returned. The Municipality have the right not to make an appointment. All successful candidates' appointments are subject to verification of qualifications and criminal records.

SA MOKWENI
Municipal Manager
Municipal Offices
Private Bag X2
ASHTON 6715