

Die Munisipaliteit 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 pos:

DIREKTORAAT: FINANSIES

Snr Klerk (Salarisse)

Kwalifikasies/ Ervaring:	St 10/ Graad 12 met 1 jaar toepaslike ondervinding; Kennis van PROMUN Salaris Stelsel/ Betaalrol Stelsels dien as aanbeveling; MS Excel en MS Word programme.
Sleutelprestasie gebiede:	Hantering van die salaris administrasie van die Raad; Verwerking van alle salarisse en toelaes; Prosessering van salarisse; Betaling van aftrekkings aan derde partye; Pons van salaris informasie vanaf tydstate na bondels op die PROMUN stelsel; Hantering van interne en eksterne partye se navrae ten opsigte van salarisse; Assisteer met die balansering van die salaris kontrole rekening; Liasering van dokumentasie
Vergoeding:	R 76 200 – R 98 928 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Sluitingsdatum: 21 Augustus 2012. Aansoek/CV (afskrif van ID en Bestuurderslisensie waar van toepassing) 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 31 Oktober 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: FINANCE

Snr Clerk (Payroll)

Qualifications/ Experience:	Std 10/ Grade 12 with 1 year appropriate experience; Knowledge of PROMUN Salary System/ Payroll System will serve as recommendation; MS Excel and MS Word programmes.
Key Performance Areas:	Handling the salary administration of the Council; Processing of all salaries and allowances; Processing the deductions from salaries; Payments of deductions and levies to third parties; Punch of salary information from time sheaths to batches in PROMUN System; Handle queries of internal and external parties in connection with salaries; Assist with the balancing of the salary control account; Filing of documentation.
Remuneration:	R 76 200 – R 98 928 as well as normal benefits as applicable to a Local Authority

Closing date: 21 August 2012. Application / CV (Copy of ID and driver's license where applicable) 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 31 October 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