LANGEBERG
MUNISIPALITEIT MUNICIPALITY MASIPALA

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: GEINTEGREERDE DIENSTE

Snr Klerk (Administrasie) – Parke & Geriewe

Kwalifikasies/ Ervaring:	St 10/ Graad 12; Sekretariële Diploma sal as aanbeveling dien; 2 jaar toepaslike ondervinding; Rekenaargeletterd en tikvermoë gemeet teen tiktoets
Sleutelprestasie gebiede:	Uitvoer van alle sekretariële pligte vir Bestuurder; Administratiewe funksies verrig; Reël van afsprake en byhou van Bestuurder se dagboek; Skakeling, ko-ordinering en organisering van alle aktiwiteite van Bestuurder; Hantering van alle telefoonoproepe van die Bestuurder; Aanspreeklik vir netheid van Bestuurder se kantoor; Verseker vertroulikheid
Status:	Permanent
Vergoeding:	R 81 156 – R 105 360 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Sluitingsdatum: 15 Oktober 2012. Aansoek/CV (afskrif van ID en Bestuurderslisensie waar van toepassing) met dekbrief 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 Desember 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: SERVICE INTEGRATION

Snr Clerk (Administration) – Parks & Amenities

Qualifications/ Experience:	Std 10/ Grade 12; Diploma in Secretarial will serve as recommendation; 2 years appropriate experience; Computer literate; Typing knowledge measured by a typing test
Key Performance Areas:	Execute all secretarial duties of Manager; Administrative functions; Arrange appointments and co-ordinate the Manager's diary; Liaise, co-ordinate and organize all activities of the Manager; Handle all telephone calls of the Manager; Be accountable for the general tidiness of the Manager's office; Ensure confidentiality

Status: Permanent

Remuneration: R 81 156 – R 105 360 per annum and normal benefits as applicable to a Local Authority

Closing date: 15 October 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 December 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