

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 (Inkomste)

Kwalifikasies/ Ervaring:	Graad 12; 1 jaar toepaslike ervaring; Rekenaargeletterd
Seutelprestasie 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-proses; Opdatering van ACB-transaksies
Vergoeding:	R 87 144 – R 113 136 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Sluitingsdatum: 2 Desember 2013. 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: Gunsverwing 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 2014 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 (Income)

Qualifications/ Experience:	Grade 12; 1 year appropriate experience; Computer literacy
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 process; Updates ACB-transactions-debit orders
Remuneration:	R 87 144 – R 113 136 as well as normal benefits as applicable to a Local Authority

Closing date: 2 December 2013. 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 28 February 2014 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