

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

Snr Interne Ouditeur

Kwalifikasies/ Ervaring:	Toepaslike B Graad en 3 jaar ondervinding in die veld van “compliance officer” en/of Oudit, Kennis van Plaaslike Regering Wetgewing, Regulasies, beleide en prosesse; Geldige Kode B bestuurderslisensie;
Sleutelprestasie gebiede:	Opstel van nakomings program vir die organisasie en monitor die implementering daarvan op ‘n maandelikse basis; Verifiëring van die implementering van die Aksieplan; Oudit en verifiëring van die ondersteuningbewyse vir die voorafbepaalde doelwitte van die direktoraat; Opstel van die organisasie Risiko Register en monitor die implementering in elke direktoraat; Assisteer die Munisipale Bestuurder met die monitering van die MGRO program binne die organisasie en voorlegging van maandelikse verslae; Deelname aan die Provinsiale Risiko Bestuurs Forum en ander interregeringsstrukture wat verband hou met met die rol van Snr Interne Ouditeur; Onderneem forensiese/ voldoening ondersoeke soos wanneer benodig word
Vergoeding:	R 253 872 – R 353 796 per jaar, asook die normale byvoordele soos van toepassing op ‘n Plaaslike Owerheid.
Navrae met betrekking tot pos:	Skakel Mnr M Shude, Hoof Uitvoerende Oudit, by 023 615 8004

Interne Ouditeur

Kwalifikasies/ Ervaring:	Nasionale Diploma of Graad in Oudit; Opgelei as ‘n interne ouditeur deur die voltooiing van 3 jaar se leerkontrak; Registrasie by die Instituut van Interne Ouditeure as ‘n Gesertifiseerde Interne Ouditeur (CIA); ‘n Minimum van 3 jaar relevante ondervinding in Plaaslike Regering / Munisipaliteit word benodig; Kode B Bestuurderslisensie; Rekenaar geletterd; Vlot in twee van die drie amptelike tale van die Wes Kaap; Bestuursvaardighede; Goeie Interpersoonlike – en kommunikasievaardighede; Die vermoë om onafhanklik te werk; Professionele vermoëns en kwaliteite van sterk karakter.
Sleutelprestasie gebiede:	Assisteer in die uitvoer van spesiale ondersoeke soos deur die Munisipale Bestuurder goedgekeur, by wyse van observasies, onderhoude en navorsing om te verseker dat alle departemente binne die Munisipaliteit binne die riglyne van die Raad en Plaaslike Regering sal werk; Vergaderings met ander departemente bywoon op versoek en daardeur te verseker dat interne oudit is deel van Bestuur en op hoogte te wees van alle nuwe ontwikkelinge en beleide; Assisteer die Snr Interne Ouditeur met die ko-ordinering van die interne oudit met die Raad se eksterne ouditeurs; Assisteer die Snr Interne Ouditeur om te verseker dat hulpbronne ekonomies, effektief en genoegsaam beskerm word; Assisteer die Snr Interne Ouditeur om te verseker dat

betekenisvolle finansiële bestuur en operasionele informasie akkuraat, betroubaar en betyds is

Vergoeding: R 230 868 – R 299 688 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid.

Navrae met betrekking tot pos: **Skakel Mnr M Shude, Hoof Uitvoerende Oudit, by 023 615 8004**

Assistent Interne Ouditeur

Kwalifikasies/ Ervaring: Toepaslike kwalifikasie in Interne Oudit; Rekenaarvaardigheid; Kennis van Promun finansiële stelsel sal as aanbeveling dien; Geldige Kode B bestuurderslisensie

Sleutelprestasie gebiede: Oudit van finansiële rapportering in terme van MFMA, MSA en toepaslike regulasies; Oudit Prestasie Bestuurstelsel; Voorsien Sekretariële ondersteuning aan Oudit Komitee; Oudit nakoming van Wette en Regulasies wat van toepassing is op Plaaslike Owerheid; Voorbereiding van verslae aan die Raad en Munisipale Bestuurder aangaande oudit komitee aangeleenthede; Waarneem as Korporatiewe Risikobestuur Ko-ordineerder; Voorsien administratiewe ondersteuning aan die Risikobestuur Komitee; Opstel en instandhouding van die organisasie se Risikobestuur register; Administreer die "Compliance" bestuur stelsel; Uitvoer van gereelde oudits vir nakoming van Plaaslike Regering Wetgewing

Vergoeding: R 173 712 – R 225 492 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Navrae met betrekking tot pos: **Skakel Mnr M Shude, Hoof Uitvoerende Oudit, by 023 615 8004**

DIREKTORAAT KORPORATIEWE DIENSTE

Verkeersbeamptes

Kwalifikasies/ Ervaring: Graad 12; Gekwalifiseerde verkeersbeampte (Verkeers Diploma); Ongeëndoseerde geldige Kode EB bestuurderslisensie; Ondersoeker van voertuie/ Bestuurderslisensie Graad A sal as aanbeveling dien; Twee jaar toepaslike ondervinding; Bereid om skofte en oortyd oor naweke te werk; Goeie gesondheid in ooreenstemming met die fisiese vereistes van die werk

Sleutelprestasie gebiede: Onderneem verkeerswetstoepassing deur benutting van gevorderde tegnologie; Reguleer verkeer; Assisteer in die administrasie en prosessering van verkeersoortredings; Lewer uitspraak oor verkeersoortredings en hanteer navrae vanaf die publiek; Verleen algemene ondersteuning aan die Verkeersdepartement; Voer hofverpligtinge uit; Onderrig gee aan skole

Vergoeding: R 173 712 – R 225 492 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Navrae met betrekking tot pos: **Skakel Mnr AWJ Everson, Direkteur Korporatiewe Dienste, by 023 615 8007**

DIREKTORAAT FINANSIËLE DIENSTE

Kontroleur (Krediteure)

Kwalifikasies/ Ervaring: Nasionale Diploma in Finansies; Kode B bestuurderslisensie; Rekenaarvaardig; 3-4 jaar toepaslike ondervinding; Die Munisipale Regulasies se Minimum Bevoegdheids vlakke sal as aanbeveling dien

Sleutelprestasie gebiede: Implementeer uitgawebestuurstelsels en prosedures; Administreer en beheer van elektroniese betalings transaksies; Verantwoordelik vir relevante prosesse en aktiwiteite betrekking op goedkeurings van betalings; Verantwoordelik vir retensie register en kapitaal projekregister; Verantwoordelik vir "petty cash"; Fasiliteer jaareindprosedure van finansiële state; Verantwoordelik vir bestuur en toesighouding van personeel

Vergoeding: R 195 576 – R 253 848 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid.

Navrae met betrekking tot pos: **Skakel Mnr CJ Franken, Bestuurder Uitgawe Dienste by 023 615 8041**

Hoofklerk (Voorsieningskanaalbestuur)

Kwalifikasies/ Ervaring: Graad 12, 18 maande toepaslike ervaring; Rekenaargeletterd
Sleutelprestasie gebiede: Registrering van verskaffers op die databasis; Opdatering van databasis; Aanvra van kwotasies van verskaffers; Assisteer met die oopmaak van tenders in die publiek; Skakeling met verskaffers en verantwoordelik vir die administratiewe funksies binne die eenheid; Dien op spesifikasie- en evaluerings komitee; Uitrek van bestellings.

Vergoeding: R 137 076 – R 177 888 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Navrae met betrekking tot pos: **Skakel Mnr S Ngcongolo, Bestuurder Voorsieningskanaalbestuur by 023 615 8084**

Internskap Finansiële Bestuur

Die Langeberg Munisipaliteit nooi tans persone uit wat onlangs 'n toepaslike kwalifikasie verwerf het en praktiese ondervinding wil opdoen in die finansiële bestuur van 'n plaaslike owerheid om aansoek te doen om bogenoemde.

Kwalifikasies/ Ervaring: Graad 12 en 'n toepaslike 3 jaar tersiêre kwalifikasie met Finansiële Bestuur, Bestuursrekeningkunde, Plaaslike Owerheidsfinansies of Finansiële Rekeningkunde as hoofvak in die finale jaar

Status: 2 Jaar kontrakaanstelling

Vergoeding: R 120 037 (Alles insluitende pakket)

Navrae met betrekking tot pos: **Skakel Mnr CS Martin, Bestuurder Begrotingskantoor, by 023 615 8032**

DIREKTORAAT STRATEGIE & SOSIALE ONTWIKKELING

Snr Klerk (Prestasiebestuur)

Kwalifikasies/ Ervaring: Graad 12; Rekenaargeletterd; 1 jaar toepaslike ondervinding; Goeie kommunikasievaardighede in Afrikaans en Engels (verbaal en geskrewe) – addisionele tale sal as voordeel dien

Sleutelprestasie gebiede: Daarstel van meganismes om die prestasiebestuur van die munisipaliteit te onderhou, monitor en hersien; Fasiliteer en monitor die implementering van die PMS regdeur die organisasie; Implementering van beleide en strategieë vir die ontwikkeling van departementele prestasiebestuur planne; Assisteer met die ontwikkeling, implementering en monitering van die SDBIP's; Bestuur die ontwikkeling en implementering van monitering stelsels vir departementele prestasie indikatore en standaarde; Verseker die kwaliteit en voldoening van data met interne en eksterne oudit behoeftes; Voorsien opleiding en advies aan Direkorate oor PMS;

Verteenwoordig die munisipaliteit op vergaderings wat geassosieer word met PMS; Saamstel van die organisasie se prestasiebestuur verslag en rapportering na die Raad, Portfolio komitees, Oudit komitees, Provinsiale & Nasionale Tesourie en aan die OG oor prestasie van die munisipaliteit; Voorsien van inligting vir die samestel van die jaarverslag; Ko-ordinering en fasilitering van die voorbereiding van die kwartaalverslae vir bestuurders en komitees

Vergoeding:

R 113 340 – R 147 144 per jaar asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Navrae met betrekking tot pos:

Skakel Mev CO Matthys, Direkteur Strategie & Sosiale Ontwikkeling, by 023 626 8007

DIREKTORAAT INGENIEURSDIENSTE

Snr Tegnikus: Elektriese Ingenieursdienste (Heradvertering)

Kwalifikasies/ Ervaring:

Gekwalifiseerde elektriën; Nasionale Diploma in Elektriese Ingenieurswese; Rekenaargeletterd; Kode B bestuurderslisensie; 3 jaar ondervinding in soortgelyke pos; Voorkeur sal aan kandidate gegee word wat aanvaar is vir die sertifikaat van bevoegdheid eksamens as Elektriese Ingenieur (Fabrieke) deur die Kommissie van Eksaminateurs

Sleutelprestasie gebiede:

Voorsien elektriese ingenieursdienste met netwerk informasie, tekeninge en tegniese informasie vir effektiewe beplanning en dienslewering binne die munisipale elektriese voorsieningsarea; Ko-ordineer administratiewe funksies binne die elektriese afdeling; Ko-ordineer en implementeer beplanning van klein elektriese netwerke, opdatering van netwerkinligting, data en tekeninge rakende netwerke en netwerkinligting; Skakeling doen met Nasionale & Provinsiale regering, Spoorwet, Telkom en Eskom rakende projekte; Voorsien netwerktekeninge rakende projekte; Konsulteer met bestuurder en assistent bestuurders van die departement rakende projekte; Monitoring van die kwaliteit van voorsiening van netwerkverliese; Assisteer en voorbereiding van begrotings; Konsulteer met personeel rakende beplanning, inspeksie en onderhoudsdoeleindes van netwerke

Vergoeding:

R 272 568 – R 353 796 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid.

Navrae met betrekking tot pos:

Skakel Mnr CJ Vorster, Bestuurder Elektriese Ingenieursdienste, by 023 614 8000

Snr Tegnikus: Water & Sanitasie (Heradvertering)

Kwalifikasies/ Ervaring:

Nasionale Diploma in Siviele Ingenieurswese of gelykwaardig; Geregistreerd of beskikbaar om geregistreer te word as Klas V Operateur vir Water- en Riool met die Departement van Waterwese; 5 jaar toepaslike ervaring van water en sanitasie; Kennis van relevante wetgewing; Deeglike kommunikasievaardighede; Sterk administratiewe-, organisasie-, analitiese- en probleemoplossingsvaardighede; Goeie interpersoonlike verhoudinge; Verslagskryf en voorleggingsvaardighede; Rekenaarvaardig; Geldige kode EB bestuurderslisensie

Sleutelprestasie gebiede:

Bestuur van sleutelprestasie areas wat met rehabilitasie en onderhoud van watersuiwering infrastruktuur en rioolsuiwering infrastruktuur verband hou; Verantwoordelik vir die kwaliteit van water en riool en om te verseker dat dit voldoen aan regulasie SANS 241; Kommunikeer en skakeling met verskillende departemente bv. Departement van Water Wese en Departement van Omgewingsake; Verseker dat water- en

rioolsuiwering bestuur word volgens die verskeie wetgewing; Bestuur en toesighouding van kapitaal projekte in terme van water- en rioolsuiwering; Bestuur van die afdeling se begroting; Monitor kontrak prestasiebestuur; Motiveer en indiening van projekte vir operasionele begroting.

Vergoeding: R 272 568 – R 353 796 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid.

Navrae met betrekking tot pos: **Skakel Mnr M Johnson, Bestuurder Siviele Ingenieursdienste, by 023 615 8057**

Superintendent (Elektries)

Kwalifikasies/ Ervaring: Graad 12; Gekwalifiseerde elektrisiën; N6 kwalifikasie met 4 jaar toepaslike ondervinding van 66 kV en 11 kV elektriese netwerke en munisipale ondervinding; Kode C1 Bestuurderslisensie; Rekenaarvaardig; Moet bereid wees om oortyd te werk na ure, op naweke en publieke vakansiedae; Moet onder druk kan presteer; Toesighoudende bystand dienste na-ure verrig; Moet take kan uitvoer buite afgebakende area

Sleutelprestasie gebiede: Bestuur personeel, tydens en na kantoor ure; Koördineer administratiewe funksies; Koördineer en voer werk en veiligheidsprosedures uit; Ondersteun en bestuur van begroting; Skakel en kommunikeer intern en met publiek

Vergoeding: R 230 868 – R 299 688 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Navrae met betrekking tot pos: **Skakel Mnr CJ Vorster, Bestuurder Elektriese Ingenieursdienste, by 023 614 8000**

Superintendent (Vaste Afvalbestuur)

Kwalifikasies/ Ervaring: Graad 12 plus 'n erkende kwalifikasie in afvalbestuur is 'n essensiële vereiste; Kode EB bestuurslisensie; 3 jaar toepaslike ondervinding; Rekenaargeletterd.

Sleutelprestasie gebiede: Direk verantwoordelik vir beplanning en bestuur van vaste afval dienste; Bestuur van voertuigvloot; Bestuur van vullisterreine en oorlaaistatie; Verantwoordelik vir Afvalbestuur binne die munisipale area; Bestuur en motivering van personeel en dissiplinêre optredes; Hantering van klagtes van publiek ten opsigte van reiniging en afval; Verrig administratiewe funksies soos byhou van statistiek, personeelrekords asook die skryf van verslae; Verantwoordelik vir die netheid en sindelikheid van die omgewing.

Vergoeding: R 195 576 – R 253 848 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Navrae met betrekking tot pos: **Skakel Mnr GM Slingers, Bestuurder Vaste Afvalbestuur, by 023 616 8008**

Ambagsman (Elektrisiën)

Kwalifikasies/ Ervaring: Gekwalifiseerde elektrisiën; N3 kwalifikasie met 2 jaar toepaslike ondervinding van 11kV netwerke en munisipale ondervinding; Kode C1 bestuurderslisensie met PDP; Persoon moet bereid wees om bystanddienste te verrig en na-ure te werk

Sleutelprestasie gebiede: Bou en instandhouding van 66000/11000/420 volt oorhoofse elektriese lyne; Installing en instandhouding van straatligte; Installing, beeïndiging en hegting van 11000/420/230 volt elektriese kables; Installing van 11000/415 volt distrubisietransformators en

miniatuursubstasies; Installering van 11000/110 volt metings transformators en metingstoerusting; Installering van dienskonneksies met konvensionele en voorafbetaalde elektrisiteitsmeters; Herstel van elektriese installerings van die munisipaliteit; Opspoor van foute op 415/230 volt kables

Vergoeding: R 195 576 – R 253 848 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid.

Navrae met betrekking tot pos: **Skakel Mnr CJ Vorster, Bestuurder Elektriese Ingenieursdienste, by 023 614 8000**

DIREKTORAAT GEMEENSKAP DIENSTE

Hoof Brandweer & Rampbestuur

Kwalifikasies/ Ervaring: Toepaslike B Graad; Hazmat; Code C1 Bestuurslisensie; 8 jaar toepaslike ervaring; Goeie interpersoonlike, organisering, beplanning en bestuursvermoë; Oor die vermoë beskik om verslae te kan skryf; Dit sal ook van die suksesvolle kandidaat verwag word om te voldoen aan die Munisipale Regulasies se Minimum Bevoegdheids vlakke

Sleutelprestasie gebiede: Verseker effektiewe personeel- en prestasiebestuur van personeel; Verseker dat Munisipale en Brandweerdienste se diensleweringteikens bereik word; Verseker dat die brandveiligheidsfunksie effektief bestuur word; Ontwikkel, implementeer, onderhou en hersien die Brand en Reddingsdiens Meester Plan; Onderhou die Brandveiligheid Verordeninge; Analiseer en evalueer brandbestryding en noodgevalbehoefes; Kontroleer die implementering van die reaksiebeplanning; Verantwoordelik vir vlootbestuur; Ontwikkel, implementeer en hersien basiese voorval risiko assesering; Samestelling van verslae; Vasstel en onderhoud van effektiewe administratiewe stelsels en prosesse vir die departement; Verseker dat die beginsels van brandweer tegnologie en brandweer ingenieurswetenskap toegepas word in bestaande en voorgestelde ontwikkelings in die bou omgewing.

Vergoeding: R 398 328 – R 517 008 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Navrae met betrekking tot pos: **Skakel Mnr AWJ Everson, Direkteur Korporatiewe Dienste, by 023 615 8007**

Superintendent (Gemeenskap Fasiliteite) (Heradvertering)

Kwalifikasies/Ervaring: Graad 12 en 'n toepaslike 3 jaar tersiêre kwalifikasie; Rekenaargeletterd; Kode EB bestuurderslisensie; Ten minste 5 jaar toepaslike ondervinding op Superintendent of soortgelyke vlak.

Sleutelprestasie gebiede: Operasionele bestuur van sale en die tuine by die biblioteke; Toesighouding en bestuur van personeel, voertuie en munisipale eiendom onder die persoon se beheer; Konsulteer met Bestuurder Gemeenskap Fasiliteite aangaande die personeel, publiek, onderhoud en die begroting van sale; Algemene bestuur moet toegepas word; Administratiewe funksies hanteer; Verseker die korrekte uitvoering van die Raad se Beleid oor Fasiliteite en Tariewe; Verseker veiligheidsmaatreëls word by fasiliteite toegepas; Verantwoordelik vir die toepas van dissiplinêre prosesse van werknemers; Beheer uitoefen oor voertuie binne die afdeling

Vergoeding: R 195 576 – R 253 848 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Navrae met betrekking tot pos: **Skakel Mnr DJ Baadjies, Bestuurder Gemeenskap Fasiliteite, by 023 626 8200**

Superintendent (Sport Fasiliteite) (Heradvertering)

Kwalifikasies/ Ervaring: Graad 12 plus 'n 3 jaar toepaslike kwalifikasie; Kode EB bestuurderslisensie; Ten minste 5 jaar toepaslike ondervinding op Superintendent of soortgelyke vlak

Sleutelprestasie gebiede: Direk verantwoordelik vir beplanning en bestuur van sportvelde en swembaddens; Bestuur van voertuigvloot; Bestuur en motivering van personeel en dissiplinêre optredes; Hantering van klagtes van publiek ten opsigte van areas van verantwoordelikheid; Verrig administratiewe funksies soos byhou van statistiek, personeelrekords asook die skryf van verslae; Verantwoordelik vir die netheid en sindelikheid van die sport fasiliteite en swembaddens

Vergoeding: R 195 576 – R 253 848 per jaar, asook die normale byvoordele soos evan toepassing op 'n Plaaslike Owerheid

Navrae met betrekking tot pos: **Skakel Mnr DJ Baadjies, Bestuurder Gemeenskap Fasiliteite, by 023 626 8200**

Opsigter (Fasiliteite) (Heradvertering)

Kwalifikasies/ Ervaring: Graad 12; 1 jaar toepaslike ervaring; Kode EB bestuurderslisensie.

Sleutelprestasie gebiede: Toesighouding van ondergeskiktes; Inspeksie van die klubhuis, netbal bane, rugby velde en gimnasium tydens naweke/na ure/na wedstryde voor en na die tyd; Voorbereiding van sportvelde soos per besprekings versoek; Skakeling met die besprekingsklerk rakende besprekings; Skakeling met die Instandhoudings toesighouer rakende die instandhouding van die sportvelde en geboue; Sny van gras en doen van besproeiing van sportvelde; Byhou van bywoningregister, tydstate en toepas van dissipline.

Vergoeding: R 96 024 – R 124 668 per jaar asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Navrae met betrekking tot pos: **Skakel Mnr DJ Baadjies, Bestuurder Gemeenskap Fasiliteite, by 023 626 8200**

Natuurbewarings Beampte (Heradvertering)

Kwalifikasies/ Ervaring: Nasionale Diploma in die veld van Natuur Hulpbronnebestuur of toepaslik; Kode B bestuurderslisensie; 3 jaar toepaslike ondervinding

Sleutelprestasie gebiede: Verseker effektiewe personeel- en prestasiebestuur van personeel en kontrakteurs; Verantwoordelik vir alle administratiewe funksies binne die afdeling; Verantwoordelik vir die maandelikse samestelling van brandstofverslae en onderhoud van voertuig; Insette lewer ten opsigte operasionele begroting; Optree as Gemagtigde Beampte vir die administrasie van wetgewing en die Regulasies en die Raad se verorderings met betrekking tot "Fauna en Flora" beskerming; Verantwoordelik vir die bestuur van alle munisipale natuurreserve, natuurtuine en wandelroetes, die beheer van probleem wilde diere, indringer plantebeheer, beheer van plantegroei in riviere en die skepping en onderhoud van brandpaaie; Hanteer klagtes vanaf die publiek mbt munisipale omgewings verorderinge

Vergoeding: R 195 576 – R 253 848 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Navrae met betrekking tot pos: **Skakel Me CO Matthys, Direkteur Strategie & Sosiale Ontwikkeling, by 023 626 8200**

Biblioteek Assistent – Wakkerstroom (Wes)

Kwalifikasies/ Ervaring:	Graad 12; Rekenaargeletterd
Sleutelprestasie gebiede:	Administratiewe en liasering funksie; Hantering van navrae van die publiek; Assisteer kinders met skooltake; Help met uitstallings; In- en uithandiging van boeke/ materiaal; Lewering van effektiewe en goeie klientediens
Status:	Kontrak vir 12 maande – Slegs kandidate van die Wakkerstroom (Wes) area sal vir die pos oorweeg word
Salaris:	R 8 002.00 per maand

Sluitingsdatum: 27 Februarie 2018. Aansoeke (Aansoekvorm, CV, kwalifikasies, getuigskrift(e), ID en Bestuurderslisensie) 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 30 April 2018 nog geen terugvoer gekry 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 aansoekvorm is op die webwerf (www.langeberg.gov.za) en by alle munisipale kantore beskikbaar. 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 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

Snr Internal Auditor

Qualifications/ Experience:	Appropriate B Degree and 3 years experience in the field of compliance officer and/ or Audit. Knowledge of Local Government Legislation, policies and processes; Valid Code B driver's licence
Key Performance Areas:	Compile a compliance programme for the organisation and monitor its implementation on a monthly basis; Verification of the implementation of the Audit Action Plan; Audit and verify the supporting evidence for the predetermined objectives of each directorate; Compile the organisational Risk Register and monitor its implementation in each directorate; Assist the Municipal Manager with monitoring the implementation of the MRGO programme within the organisation and submit quarterly reports; Participate in the Provincial Risk Management Forum and other Intergovernmental Structures relevant to the role of the Snr Internal Auditor; Undertake forensic/ compliance investigations as and when required to do so
Remuneration:	R 253 872 – R 353 796 per annum and normal benefits as applicable to a Local Authority
Enquiries regarding post:	Contact Mr M Shude, Chief Audit Executive, at 023 615 8004

Internal Auditor

Qualifications/ Experience:	National Diploma or Degree in Auditing; Trained as an internal auditor by completing 3 years articles; Registration with the Institute of Internal Auditors as a Certified Internal Auditor (CIA); A minimum of 3 years relevant experience in Local Government / Municipality is needed; Code B driver's license; Computer literate; Fluent in two of the three official languages of the Western Cape; Managerial skills; Good interpersonal and communication skills; Be able to work independently; Professional ability and qualities of good character
Key Performance Areas:	Assist in conducting special investigations as approved by the Municipal Manager through means of observations, interviews and research to ensure that all departments within the Municipality operate within the guidelines set to them by Council and Local Government; When requested, attend meetings with other departments to ensure that internal audit is part of Management and to keep abreast of all new

developments and policy issues; Assist the Snr Internal Auditor in co-ordinating the internal audit activity with the Council's external auditors; Assist the Snr Internal Auditor to ensure that resources are acquired economically, used efficiently and adequately protected; Assist the Snr Internal Auditor in ensuring that significant financial managerial and operating information is accurate, reliable and timely

Remuneration:

R 230 868 – R 299 688 per annum and normal benefits as applicable to a Local Authority.

Enquiries regarding post:

Contact Mr M Shude, Chief Audit Executive, at 023 615 8004

Assistant Internal Auditor

Qualifications/ Experience:

Appropriate qualification in Internal Audit; Computer literacy; Knowledge of Promun financial system and post school qualification in internal audit will serve as recommendation; Valid Code B driver's license

Key Performance Areas:

Audit of financial reporting in terms of MFMA, MSA and applicable regulations; Audit Performance Management System; Provide secretarial support to Audit Committee; Audit compliance to laws and regulations applicable to Local Government; Preparation of reports to Council and Municipal Manager on audit committee matters; Act as the Corporate Risk management Co-ordinator; Provide administrative support to the Risk Management Committee; Compile and maintain an organizational Risk Management Register; Administer the Compliance Management System; Conduct regular audits for compliance with Local Government Legislation

Remuneration:

R 173 712 – R 225 492 per annum and normal benefits as applicable to a Local Authority

Enquiries regarding post:

Contact Mr M Shude, Chief Audit Executive, at 023 615 8004

DIRECTORATE CORPORATE SERVICES

Traffic Officers

Qualifications/ Experience:

Grade 12; Qualified traffic officer (Traffic Diploma); Unendorsed Code EB Driver's license; Examiner of vehicles/ Examiner of Drivers licenses Grade A will serve as recommendation; Two years appropriate experience; Willingness to work shifts and overtime on weekends; Proven good health in line with the physical requirements of the post

Key Performance Areas:

Undertake traffic law enforcement by using advanced technology; Regulate traffic; Assist in the administration and processing of traffic infringements; Adjudicate offences and deal with public enquiries; Provide general operational support to the Traffic Department; Execute court duties; Giving training to schools

Remuneration:

R 173 712 – R 225 492 per annum and normal benefits as applicable to a Local Authority

Enquiries regarding post:

Contact Mr AWJ Everson, Director Corporate Services at 023 615 8007

DIRECTORATE FINANCIAL SERVICES

Controller (Creditors)

Qualifications/ Experience:

National Diploma in Finance; Code B driver's licence; Computer literate; 3-4 years appropriate experience; The Municipal Regulations on Minimum Competency levels will serve as recommendation

Key Performance Areas: Implement expenditure management policies and procedures; Administer and control electronic creditor payment transactions; Responsible for relevant processes and activities pertaining to authorisation of payments; Responsible for retention register and capital project register; responsible for petty cash; Facilitate year-end procedure of financial statements; Responsible for management and supervision of personnel

Remuneration: R 195 576 – R 253 848 per annum and normal benefits as applicable to a Local Authority

Enquiries regarding post: **Contact Mr CJ Franken, Manager Expenditure Services at 023 615 8041**

Principal Clerk (Supply Chain Management)

Qualifications/ Experience: Grade 12, 18 months appropriate experience; Computer literacy

Key Performance Areas: Responsible for the registering of suppliers to the database; Updating the database from time to time; Request quotations from the suppliers; Assist on opening of tenders to the public; Liaise with suppliers and responsible of administration function in the supply chain unit; Serve on specification and evaluations committee; Issuing of orders

Remuneration: R 137 076 – R 177 888 per annum and normal benefits as applicable to a Local Authority

Enquiries regarding post: **Contact Mr S Ngcongolo, Manager Supply Chain Management at 023 615 8084**

Internship Financial Management

The Langeberg Municipality is currently inviting people that have completed appropriate studies and wants to gain practical experience in financial management of a Local Authority to apply for the above-mentioned posts.

Qualifications/ Experience: Grade 12 and an appropriate 3 year tertiary qualification with Financial Management, Management Accounting, Local Government Finance or Financial Accounting as main subject in final year

Status: 2 year contract appointment

Remuneration: R 120 037 (All inclusive package)

Enquiries regarding post: **Contact Mr CS Martin, Manager Budget Office, at 023 615 8032**

DIRECTORATE STRATEGY & SOCIAL DEVELOPMENT

Snr Clerk (Performance Management)

Qualifications/ Experience: Grade 12; Computer literate; 1 year appropriate experience; Should be able to communicate (verbal and written) in both English or Afrikaans – additional languages will be an advantage

Key Performance Areas: Establishing mechanisms to maintain, monitor and review the performance management system of the municipality; Facilitating and monitoring implementation of the PMS throughout the organisation; Implementing policies and strategies for the development of departmental performance plans; Assisting with the development, implementation and monitoring of SDBIPs; Managing the development and implementation of monitoring systems for departmental

performance indicators and standards; Ensuring data quality and compliance with internal and external audit requirements; Providing training and guidance to directorates on the PMS; Representing the municipality at meetings associated with the above duties; Compiling the organisational performance report and reporting to Council, Portfolio Committees, Audit committees, Provincial & National Treasury and to the AG on performance of the municipality; Providing information for the compilation of the Annual Report; Coordinating and facilitating the preparation of quarterly reports for managers and committees

Remuneration: R 113 340 – R 147 144 per annum and normal benefits as applicable to a Local Authority

Enquiries regarding post: **Contact Mrs CO Matthys, Director Strategy & Social Development, at 023 626 8007**

DIRECTORATE ENGINEERING SERVICES

Snr Technician: Electrical Engineering Services (Re-advertisement)

Qualifications/ Experience: Qualified Electrician; National Diploma in Electrical Engineering; Computer literate; Code B driver's licence; 3 years experience in an equivalent post; Preference will be given to candidates who are accepted for the Certificate of Competency exams as Electrical Engineer (Factories) by the Commission of Examiners

Key Performance Areas: Provide electrical engineering services with network information, drawings and technical information for effective planning and service delivery within the municipal electrical supply area; Co-ordinate administrative functions within the electrical section; Co-ordinate and implement planning of small electrical networks, updating of network information, data and drawings in respect of networks and network information; Liaise with National & Provincial government, Transnet, Telkom and Escom in respect of projects; Consult with manager and assistant managers of department regarding their projects; Monitoring of quality on supply of network losses; Assist with the preparation of the budget; Consult with personnel regarding planning, inspection and maintenance of networks

Remuneration: R 272 568 – R 353 796 per annum and normal benefits as applicable to a Local Authority

Enquiries regarding post: **Contact Mr CJ Vorster, Manager Electrical Engineering Services, at 023 614 8000**

Snr Technician: Water & Sanitation

Qualifications/ Experience: National Diploma in Civil Engineering Services or equivalent; 5 years applicable management experience of water and sanitation; Registered or able to be registered as a Class V Operator for Water- and Wastewater with Department of Water Affairs; Knowledge of relevant legislation; Knowledge of relevant legislation; Thorough communication skills; Strong administrative organizational, analytical and problem solving skills; Good interpersonal relations; Report writing and submission skills; Computer literate; Valid Code EB driver's license.

Key Performance Areas: Manage the key performance areas associated with the rehabilitation and maintenance of water purification infrastructure and waste water purification infrastructure; Responsible for the quality of water and waste water and to ensure that it complies with the regulation SANS 241; Communicate and liaise with the different departments for example Department of Water Affairs and Department of Environmental Affairs;

Ensure that the water and waste water purification facilities are managed in accordance with the various legislations; Manage and supervise capital projects in respect of water and waste water purification; Manage the department's budget; Monitor contract performance; Motivate and submit project for operational budget

Remuneration: R 272 568 – R 353 796 per annum and normal benefits as applicable to a Local Authority Remuneration

Enquiries regarding post: Contact Mr M Johnson, Manager Civil Engineering Services, at 023 615 8057

Superintendent (Electrical)

Qualifications/ Experience: Grade 12; Qualified electrician; N6 qualification with 4 years appropriate experience of 66 kV and 11 kV electrical networks and municipal experience; Code C1 driver's license; Must be computer literate; Must work overtime when required, including weekends and public holidays; Must be able to perform under pressure; Do supervisory standby duties after hours; Perform duties outside designated areas

Key Performance Areas: Manage personnel during and after office hours; Co-ordinate administrative functions; Execute and co-ordinate working and safety procedures; Assist and manage budget; Liaises and communicate internally and with public

Remuneration: R 230 868 – R 299 688 per annum and normal benefits as applicable to a Local Authority

Enquiries regarding post: Contact Mr CJ Vorster, Manager Electrical Engineering Services, at 023 614 8000

Superintendent (Solid Waste Management)

Qualifications/ Experience: Grade 12 plus a recognized qualification in waste management is an essential requirement; Code EB driver's licence; 3 years appropriate experience; Computer literate.

Key Performance Areas: Direct responsible for planning and management of solid waste; Manage vehicle fleet, dumping site and transfer station; Responsible for Waste Management inside municipal area; Manage, motivate staff and apply disciplinary code; Respond to complaints from public with regards to cleansing & waste; Undertake administrative functions including statistics, staff records and report writing; Responsible for environmental hygiene and neatness.

Remuneration: R 195 576 – R 253 848 per annum and normal benefits as applicable to a Local Authority

Enquiries regarding post: Contact Mr GM Slingers, Manager Solid Waste Management, at 023 616 8002

Artisan (Electrician)

Qualifications/ Experience: Qualified electrician; N3 qualification with 2 years appropriate experience of 66kV and 11 kV electrical networks and municipal experience; Code C1 driver's license with a PDP; Person must be able to work standby duties and after hours

Key Performance Areas: Building and maintain 66000/11000/420 volt overhead electrical lines; Install and maintain street lights; Install, terminate and join 11000/420/230 volt electrical cables; Install 11000/415 volt distribution transformers miniature substations; Install 11000/110 volt metering transformers and metering equipment; Install service connections with

Remuneration:

conventional as well as prepaid electricity meters; Repair electrical installations of municipal buildings; Finding of 415/230 volt cable faults R 195 576 – R 253 848 per annum and normal benefits as applicable to a Local Authority

Enquiries regarding post:

Contact Mr CJ Vorster, Manager Electrical Engineering Services, at 023 614 8000

DIRECTORATE COMMUNITY SERVICES

Chief Fire & Disaster Management

Qualifications/ Experience:

Appropriate B Degree; Hazmat; Code C1 driver's license; 8 years appropriate experience; Good interpersonal, organizing, planning and management skills; Must be able to do report writing; It will be expected from the successful candidate to adhere to the Municipal Regulations on Minimum Competency levels

Key Performance Areas:

Ensure effective personnel- and performance management of staff; Ensure that Municipal and Fire Services delivery targets are met; Ensure that the fire safety function is effectively managed; Develop, implement, maintain and review the overall Fire & Rescue Service Master Plan; Maintain Fire Safety Bylaws; Analyze and evaluate firefighting and emergency needs; Control the implementation of response planning; Responsible for the fleet management; Develop, implement and review basic event risk assessment; Compilation of reports; Establish and maintain effective administrative systems and processes for the department; Ensure that the principles of fire technology and fire engineering science is applied in existing and proposed developments in the built environment

Remuneration:

R 398 328 – R 517 008 per annum and normal benefits as applicable to a Local Authority

Enquiries regarding post:

Contact Mr AWJ Everson, Director Corporate Services, at 023 615 8007

Superintendent (Community Facilities) (Re-advertisement)

Qualifications/Experience:

Grade 12 and appropriate three year tertiary qualification; Computer Literate; Code EB Drivers licence; At least 5 years appropriate experience on Superintendent or of the same kind of level

Key Performance Areas:

Operational management of halls and the gardens at the libraries; Supervision and management of personnel, vehicles and municipal property under the person's control; Consult with Manager Community Facilities regarding personnel, public, maintenance and the budget of halls; General management must be apply; Doing administrative functions; Ensure that you adhere to the Council policy on Facilities and Tarrifs; Ensure that safety measures are applied at facilities; Responsible for disciplinary process of employees; Control over vehicles within the section

Remuneration:

R 195 576 – R 253 848 per annum and normal benefits as applicable to a Local Authority

Enquiries regarding post:

Contact Mr DJ Baadjies, Manager Community Facilities, at 023 626 8200

Superintendent (Sport Facilities) (Re-advertisement)

Qualifications/ Experience:	Grade 12 plus 3 year appropriate qualification; Code EB driver's licence; At least 5 years appropriate experience on Superintendent or of the same kind of level
Key Performance Areas:	Responsible for management of sportfields & swimming pools; Manage vehicle fleet; Manage, motivate staff and apply disciplinary code; Respond to complaints from public with regards to areas of responsibility; Undertake administrative functions including statistics, staff records and report writing; Responsible for hygiene and neatness of sportfields & swimming pools
Remuneration:	R 195 576 – R 253 848 per annum and normal benefits as applicable to a Local Authority
Enquiries regarding post:	Contact Mr DJ Baadjies, Manager Community Facilities, at 023 626 8200

Caretaker (Facilities) (Re-advertisement)

Qualifications/ Experience:	Grade 12; 1 year applicable experience; Code EB driver's license
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 well as the buildings; Keeping of register, timesheets and applying of discipline.
Remuneration:	R 96 024 – R 124 668 per annum and normal benefits as applicable to a Local Authority
Enquiries regarding post:	Contact Mr DJ Baadjies, Manager Community Facilities, at 023 626 8200

Nature Conservation Officer (Re-advertisement)

Qualifications/ Experience:	National Diploma in the field of Nature Resources Management or applicable; Code B driver's license; 3 years applicable experience
Key Performance Areas:	Ensure effective personnel- and performance management of staff and contractors; Responsible for all administration functions within section; Responsible for monthly compilation of fuel reports and maintenance of vehicle; Give inputs into the operational budget; Act as Authorized Officer for the administration of the legislation and the Regulations and Council's bylaws on items relating to Fauna & Flora protection; Responsible for managing the nature reserves, hiking trails and nature gardens under municipal control, managing problem wild animals, Alien Vegetation Control, river clearing, Fire break creation and maintenance; Liaise with the public regarding queries around the municipal environmental bylaws
Remuneration:	R 195 576 – R 253 848 per annum and normal benefits as applicable to a Local Authority
Enquiries regarding post:	Contact Mrs CO Matthys, Director Strategy & Social Development, at 023 626 8007

Library Assistant – Wakkerstroom (West)

Qualifications/ Experience:	Grade 12; Computer literate
Key Performance Areas:	Administrative and filing function; Handling of enquiries from the public Assisting children with school tasks; Helping with exhibits; Receiving

and issuing of books / material; Delivering of an effective and efficient customer service

Status: Contract for 12 months – **Only candidates from the Wakkerstroom (West) area will be considered for this post**

Salary: R 8 002.00 per month

Closing date: 27 February 2018. Applications (Application form, CV, qualifications, testimonial(s), ID and driver's license) 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 April 2018 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 application form is on the website (www.langeberg.gov.za) and at all municipal offices available. 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