

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:

DIREKTORAAT KORPORATIEWE DIENSTE

Algemene Assistent (Schoonmaker / Teemaker) – Munisipale gebou (Robertson)

Kwalifikasies/ Ervaring: Graad 10, 6 weke ondervinding
Sleutelprestasië gebied: Uitvoering van skoonmaakdienste deur kantore, toilette en konferensiekamers skoon te maak; Lewering van koffie en tee diens
Vergoeding: R 85 308 – R 100 728 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid
Navrae met betrekking tot pos: **Skakel Mev S Kotze, Bestuurder: Administratiewe Ondersteuning, by 023 615 8019**

Algemene Assistent (Schoonmaker / Teemaker) – Verkeer / Brandweer kantore (Ashton)

Kwalifikasies/ Ervaring: Graad 10, 6 weke ondervinding
Sleutelprestasië gebied: Uitvoering van skoonmaakdienste deur kantore, toilette en konferensiekamers skoon te maak; Lewering van koffie en tee diens
Vergoeding: R 85 308 – R 100 728 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid
Navrae met betrekking tot pos: **Skakel Mev S Kotze, Bestuurder: Administratiewe Ondersteuning, by 023 615 8019**

Algemene Assistent (Schoonmaker / Teemaker) – Siviele kantore / Oproepsentrum (Ashton)

Kwalifikasies/ Ervaring: Graad 10, 6 weke ondervinding
Sleutelprestasië gebied: Uitvoering van skoonmaakdienste deur kantore, toilette en konferensiekamers skoon te maak; Lewering van koffie en tee diens
Vergoeding: R 85 308 – R 100 728 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid
Navrae met betrekking tot pos: **Skakel Mev S Kotze, Bestuurder: Administratiewe Ondersteuning, by 023 615 8019**

DIREKTORAAT FINANSIËLE DIENSTE

Klerk (Inkomste)

Kwalifikasies/ Ervaring: Graad 12; 1 jaar toepaslike ervaring; Rekenaargeletterd
Sleutelprestasië gebied: Verantwoordelik vir diverse heffings soos huurgelde, rioolverwyderings op diensrekeninge; Byhou van huurregister; Skryf van voorleggings vir regstelling/afskrywings; Maak van regstellings op diensrekeninge ten opsigte van diverse heffings; Hantering van navrae

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 ZS Qhanqisa, Bestuurder: Inkomste Dienste, by 023 615 8042

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 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 CS Martin, Bestuurder: Begrotingskantoor, by 023 615 8032

Algemene Werkers (Slegs in Ashton)

Aansoeke word ingewag vir algemene werkers te Ashton. Die persone sal verantwoordelik wees vir alle algemene werk in die Siviële Ingenieursdienste, Parke & Geriewe, Gemeenskap Fasiliteite, Elektriese Ingenieursdienste en Vaste Afval departemente in Ashton.

Kwalifikasies/Ervaring: Geen

Vergoeding: R 83 292 – R 91 608 per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Sluitingsdatum: 17 Julie 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 September 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:

DIRECTORATE CORPORATE SERVICES

General Assistant (Cleaner / Teamaker) – Municipal offices (Robertson)

Qualifications/ Experience: Grade 10, 6 weeks experience
Key Performance Areas: Execute a cleaning service by cleaning offices, toilets and conference rooms; Render a tea and coffee service
Remuneration: R 85 308 – R 100 728 per annum and normal benefits as applicable to a Local Authority
Enquiries regarding post: **Contact Mrs S Kotze, Manager: Administrative Support, at 023 615 8019**

General Assistant (Cleaner / Teamaker) – Traffic / Fire Services offices (Ashton)

Qualifications/ Experience: Grade 10, 6 weeks experience
Key Performance Areas: Execute a cleaning service by cleaning offices, toilets and conference rooms; Render a tea and coffee service
Remuneration: R 85 308 – R 100 728 per annum and normal benefits as applicable to a Local Authority
Enquiries regarding post: **Contact Mrs S Kotze, Manager: Administrative Support, at 023 615 8019**

General Assistant (Cleaner / Teamaker) – Civil Engineering offices / Call Centre (Ashton)

Qualifications/ Experience: Grade 10, 6 weeks experience
Key Performance Areas: Execute a cleaning service by cleaning offices, toilets and conference rooms; Render a tea and coffee service
Remuneration: R 85 308 – R 100 728 per annum and normal benefits as applicable to a Local Authority
Enquiries regarding post: **Contact Mrs S Kotze, Manager: Administrative Support, at 023 615 8019**

DIRECTORATE FINANCIAL SERVICES

Clerk (Income)

Qualifications/ Experience: Grade 12; 1 year appropriate experience; Computer literacy

Key Performance Areas: Responsible for sundry charges like rentals, sewerage removals on service accounts; Compiling of rental register; Write reports for corrections/write-offs; Make corrections on service accounts in regards to sundry charges; Handling of enquiries

Remuneration: R 96 024 – R 124 668 per annum and normal benefits as applicable to a Local Authority

Enquiries regarding post: **Contact Mr ZS Qhanqisa, Manager: Income Services, at 023 615 8042**

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 96 024 – R 124 668 per annum and normal benefits as applicable to a Local Authority

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

General Workers (Only in Ashton)

Applications are awaited for general workers in Ashton. The persons will be responsible for all general work in the Civil Engineering Services, Parks & Amenities, Community Facilities, Electrical Engineering and Solid Waste departments in Ashton.

Qualifications/ Experience: None

Remuneration: R 83 292 – R 91 608 per annum and normal benefits as applicable to a Local Authority

Closing date: 17 July 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 September 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
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ASHTON 6715