



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: CORPORATE SERVICES

Centre Manager (Thusong) – Re-advertisement

Qualifications/ Experience:	Std 10/ Grade 12; National Diploma or Degree in Management; Proven management experience; Good interpersonal, written and verbal communication- and negotiation skills; Strong administrative organizational, analytical and problem solving skills; Ability to work under pressure; Computer literate; Valid code EB driver's license; Person must have a passion for community development.
Key Performance Areas:	Manage and supervision of centre personnel; Identify capacity building needs of centre personnel; Provide customer service to all personnel; Recommend training for centre personnel; Facilitate availability and signing of Service Level Agreements; Prepare and monitoring of evaluation reports; Analysis of statistics of service delivery; Ensure that service providers comply to service delivery improvement plans; Ensure provision of services in line with the SLA; Responsible for the promotion and marketing of centre; Responsible for assets management of centre; Ensure that record keeping takes place; Coordinate all the centre's management committee meetings; Provide weekly and monthly reports to the municipality and the management committee
Remuneration:	R 155 232 – R 201 504 per annum and normal benefits as applicable to a Local Authority.

Persons that applied on the previous advertisement, their applications will be considered and therefore these persons do not have to apply again.

Closing date: 18 June 2012. Applications / CV's (Copy of ID) with covering letters 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 July 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

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: KORPORATIEWE DIENSTE

Sentrum Bestuurder (Thusong) – Heradvertering

Kwalifikasies/ Ervaring:	St 10/ Graad 12; Nasionale Diploma of Graad in Bestuur; Bewese bestuurservaring; Goeie interpersoonlike, geskrewe en mondelinge kommunikasie- en onderhandelingsvaardighede; Sterk administratiewe organisasie, analitiese en probleemoplossingsvaardighede; Vermoë om onder druk te funksioneer; Rekenaarvaardig; Geldige kode EB bestuurslisensie; Persoon moet passie het vir gemeenskapsontwikkeling
Sleutelprestasie gebiede:	Bestuur en toesighouding van sentrum se personeel; Identifisering van kapasiteits behoeftes van sentrum personeel; Voorsien 'n kliënte diens aan alle personeel; Aanbeveling van opleiding vir sentrumpersoneel; Fasiliteer beskikbaarheid en ondertekening van diensooreenkomste; Voorbereiding en monitering van evalueringsverslae; Analiseer van statistieke vir dienslewering; Verseker dat diensverskaffers voldoen aan dienslewering verbeteringsplanne; Verseker voorsiening van dienste is in lyn met SLA; Verantwoordelik vir die bevordering en bemarking van sentrum; Verantwoordelik vir batebestuur van sentrum; Verseker dat rekordhouding plaasvind; Verantwoordelik vir koördinerings van alle sentrum bestuursvergaderings; Voorsien weeklikse en maandelikse rapportering verslae aan die munisipaliteit en bestuurskomitee
Vergoeding:	R 155 232 – R 201 504 per jaar asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid.

Persone wat wel met die vorige advertering aansoek gedoen het, se aansoeke sal oorweeg word en word daar versoek dat die persone nie weer aansoek doen nie

Sluitingsdatum: 18 Junie 2012. Aansoeke/CV's (afskrif van ID) met dekbriewe 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 31 Julie 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