

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 FINANSIËLE DIENSTE:

Klerk: Versekering (Heradvertering) (Verw nr 01/2025)

Kwalifikasies/ Ervaring:	Graad 12; Rekenaargeletterd: MS Office; 0-2 jaar ondervinding
Sleutelprestasie gebiede:	Indiening van versekerings eise aan versekeraars; Assisteer met die hernuwing van die Raad se korttermyn versekerings portefeulje; Verseker dat alle bates voldoende verseker is; Behulpzaam met rekordhouding van Versekering & Bateregister.
Byvoegdhede:	Kernprofessioneel - Geskrewe Kommunikasie - Die vermoë om skriftelik te kommunikeer soos toepaslik vir spesifieke gehoor - Mondelinge Kommunikasie - Die vermoë om 'n boodskap op 'n verstaanbare en oortuigende wyse te verwoord - Aandag aan detail - Vermoë om eie werk en dié van ander te ondersoek om akkuraatheid te verseker en voldoening aan die relevante munisipale standaarde – Beïnvloeding – Die vermoë om met ander te kommunikeer en hulle te beïnvloed om die beste alternatief uit 'n reeks opsies aan te neem – Etiek en Professionaliteit – Die vermoë om te identifiseer en etiese kwessies en belangebotsings te hanteer – Organisatoriese bewustheid - Die vermoë om die Munisipaliteit se doelwitte te verstaan, en die impak van besluite op die gemeenskap en die funksionering van die departement - Probleemoplossing - Die vermoë om potensiele probleemareas te identifiseer, die probleem in samestellende dele op te breek, potensiele oplossings te genereer, selekteer 'n opsie en implementeer dit - Beplanning en Organisering - Die vermoë om aktiwiteite binne spesifieke tydraamwerke te beplan en dan hierdie aktiwiteite volgens plan uit te voer - Besigheidsprosesse - Vermoë om betrokke te raak by stelsels of komponentprosesse en deurlopende verbetering te maak - Gebruik van Tegnologie - Die vermoë om tegnologie in die werkplek te gebruik om die funksionering van die Munisipaliteit te optimaliseer - Dataverwerking en -analise - Vermoë om data te verwerk en verbeterings in die manier waarop dit verwerk word na vore te bring - Interpersoonlike Verhoudings - Die vermoë om produktiewe verhoudings met mense binne te vestig en te handhaaf en buite die munisipaliteit - Kommunikasie - Die vermoë om aandagtig te luister, kwessies te begryp, inligting op 'n duidelike wyse aan te bied en toepaslik op mondelinge en skriftelike kommunikasie van ander te reageer - Diensleweringsoriëntering - Die vermoë om nuwe maniere te verken en te implementeer om dienste te lewer wat bydra tot die verbetering van munisipale prosesse ten einde munisipale doelwitte te bereik - Kliëntooriëntasie en klantefokus - Verstaan die diensbehoefte van 'n kliënt/kliënt (intern of ekstern) en fokus aktief daarop om die behoeftes betyds en gepaste te antisipeer, te ontmoet en te oorskry - Aksie-oriëntering - Die vertoning van hoë werksetiek om uitdagende doelwitte te stel en te bereik, spertye na te kom en

beloftes na te kom. Dit manifesteer in 'n mens se vermoë om gefokus te bly op taak, om energiek, aanhoudend en betroubaar te wees - Veerkragtigheid - Die vermoë om konstruktief te reageer op druk/stres situasies en die vermoë om met doelwitte te volhard ten spyte van struikelblokke en terugslae - Verandergereedheid - Die vermoë om te innoveer en die status quo uit te daag en die vermoë om verandering te hanteer wat deur ander gedryf word - Kognitiewe vermoë - Die vermoë om inligting in te samel, kwessies te analiseer en kompleksiteit en dubbelsinnigheid te hanteer. Toon langtermyn denke. Volg op 'n logiese wyse deur, bewus van die gevolge en implikasies. Is in staat om die 'Groter prentjie' te sien - Leeroriëntasie Die gewilligheid en motivering om te leer, kennis te bekom, insig te ontwikkel en te fokus op deurlopende selfverbetering - Impak en Invloed - Die vermoë om 'n positiewe houding by ander te inspireer en in staat te wees om ander effektief te beïnvloed - Spanoriëntasie - Die vermoë om 'n samewerkende klimaat te bevorder, groepdinamika te verstaan en toepaslike fasiliteringstegnieke toe te pas in samewerking met ander om 'n gedeelde doel te bereik - Rigtingstelling - Die vermoë om 'n duidelike sin van gemeenskaplike doel en visie vir ander te skep met die oog op die verkryging van inkoop en verbintenis tot die doelwitte - Afrigting en Mentorskap - Die vermoë om vaardighede, prestasie en potensiaal van ondergeskiktes te assesser en om hul ontwikkeling aan te moedig met die oog op die optimalisering van hul talent

Standplaas:

Robertson

Status:

Permanente aanstelling

Vergoeding:

R 139 728 – R 180 504 (T5) per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Navrae met betrekking tot pos:

Skakel Me L Nokama, Bestuurder: Begrotingskantoor by 023 615 8032

Kassier (Verw nr 02/2025)

Kwalifikasies/ Ervaring:

Graad 12, Rekenaargeletterd: MS Office, 0-2 jaar ondervinding

Sleutelprestasië gebiede:

Ontvangs van gelde en uitreik van kwitansies; Balansering van gelde ontvang; Hanteer navrae; Uitreik van voorafbetaalde elektrisiteit koepon; Voltooiing van aan- en afsluitingsvorme.

Byvoegdhede:

Kernprofessioneel - Geskrewe Kommunikasie - Die vermoë om skriftelik te kommunikeer soos toepaslik aan spesifieke gehore - Mondelinge Kommunikasie - Die vermoë om 'n boodskap op 'n verstaanbare en oortuigende wyse te verwoord - Aandag aan detail - Vermoë om eie werk en dié van ander te ondersoek om akkuraatheid te verseker en voldoening aan die relevante munisipale standaarde – Beïnvloeding – Die vermoë om met ander te kommunikeer en hulle te beïnvloed om die beste alternatief uit 'n reeks opsies te aanvaar - Etiek en Professionaliteit - Die vermoë om te identifiseer en etiese kwessies en belangebotsings te hanteer - Organisasiebewustheid - Die vermoë om die munisipaliteit se doelwitte te verstaan, en die impak van besluite op die gemeenskap en die funksionering van die departement - Probleemoplossing - Die vermoë om identifiseer potensiële probleemareas, om die probleem in komponente op te breek, genereer potensiële oplossings, kies 'n opsie en implementeer dit - Beplanning en Organiserings - Die vermoë om aktiwiteite binne spesifieke tydraamwerke te beplan en dan om voer hierdie aktiwiteite volgens plan uit - Besigheidsprosesse - Vermoë om by stelsels of komponentprosesse betrokke te raak en deurlopende verbeterings aan te bring - Gebruik van Tegnologie - Die vermoë om tegnologie in die werkplek te benut om funksionering

van die Munisipaliteit te optimaliseer - Dataverwerking en -analise - Vermoë om te verwerk data en bring verbeterings na vore in die manier waarop dit verwerk word - Interpersoonlike Verhoudings - Die vermoë om produktiewe verhoudings met mense binne en buite die Munisipaliteit te vestig en te handhaaf - Kommunikasie - Die vermoë om aandagtig te luister, kwessies te begryp, inligting op 'n duidelike wyse aan te bied en toepaslik op mondelinge en geskrewe kommunikasie van ander te reageer - Dienslewering Oriëntering - Die vermoë om nuwe maniere te verken en te implementeer om dienste te lewer wat bydra tot die verbetering van munisipale prosesse om munisipale doelwitte te bereik - Kliënte-oriëntering en klantefokus - Verstaan die diensbehoefte van 'n kliënt/kliënt (intern of ekstern) en fokus aktief daarop om die behoeftes op tydig en toepaslike wyse te antisipeer, te ontmoet en te oorskry - Aksie-oriëntering - Die vertoon van hoë werksetiek in die stel en bereik van uitdagende doelwitte, die nakoming van spertye en die nakoming van beloftes . Dit manifesteer in 'n mens se vermoë om gefokus te bly op taak, om energiek, aanhoudend en betroubaar te wees - Veerkragtigheid - Die vermoë om konstruktief te reageer op druk/stres situasies en die vermoë om met doelwitte te volhard ten spyte van struikelblokke en terugslae - Verandergereedheid - Die vermoë om te innoveer en die status quo uit te daag en die vermoë om verandering te hanteer wat deur ander gedryf word - Kognitiewe vermoë - Die vermoë om inligting in te samel, kwessies te analiseer en kompleksiteit en dubbelsinnigheid te hanteer. Toon langtermyn denke. Volg op 'n logiese wyse deur, bewus van die gevolge en implikasies. Is in staat om die 'Groter prentjie' te sien - Leeroriëntasie - Die gewilligheid en motivering om te leer, kennis te bekom, insig te ontwikkel en te fokus op deurlopende selfverbetering - Impak en Invloed - Die vermoë om 'n positiewe houding by ander te inspireer en in staat te wees om ander effektief te beïnvloed - Spanorientering - Die vermoë om 'n samewerkende klimaat te bevorder, groepdinamika te verstaan en toepaslike fasiliteringstegnieke toe te pas in die werk met ander om 'n gedeelde doel te bereik - Rigting Omgewing - Die vermoë om 'n duidelike gevoel van gemeenskaplike doel en visie vir ander te skep met die oog daarop om inkoop en toewyding tot die doelwitte te verkry - Afrigting en Mentorskap - Die vermoë om vaardighede, prestasie en potensiaal van ondergeskiktes te assesser en om hul ontwikkeling met die oog op die optimalisering van hul talent

Standplaas:

Ashton

Status:

Permanente aanstelling

Vergoeding:

R 139 728 – R 180 504 (T5) per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Navrae met betrekking tot pos:

Skakel Mnr U Nakasa, Bestuurder: Inkomste Dienste, by 023 615 8042

DIREKTORAAT KORPORATIEWE DIENSTE:

Snr Klerk: Lisensiëring (Verw nr 03/2025)

Kwalifikasies/ Ervaring:

Graad 12, Rekenaargeletterd: MS Office, 2-5 jaar toepaslike ondervinding; Kennis van die NATIS-stelsel sal as aanbeveling dien

Sleutelprestasië gebiede:

Registrasie van motorvoertuie; Neem van besprekings vir leerling- en bestuurderslisensies; Konsolidering van inkomende gelde

Byvoegdhede:

Kernprofessioneel - Geskrewe Kommunikasie - Die vermoë om skriftelik te kommunikeer soos toepaslik aan spesifieke gehore - Mondelinge Kommunikasie - Die vermoë om 'n boodskap op 'n verstaanbare en oortuigende wyse te verwoord - Aandag aan detail - Vermoë om eie werk en dié van ander te ondersoek om akkuraatheid te verseker en voldoening aan die relevante munisipale standaarde - Beïnvloeding - Die vermoë om met ander te kommunikeer en hulle te beïnvloed om die beste alternatief uit 'n reeks opsies te aanvaar - Etiek en Professionaliteit - Die vermoë om te identifiseer en etiese kwessies en belangebotsings te hanteer - Organisasiebewustheid - Die vermoë om die munisipaliteit se doelwitte te verstaan, en die impak van besluite op die gemeenskap en die funksionering van die departement - Probleemoplossing - Die vermoë om identifiseer potensiële probleemareas, om die probleem in komponente op te breek, genereer potensiële oplossings, kies 'n opsie en implementeer dit - Beplanning en Organiserings - Die vermoë om aktiwiteite binne spesifieke tydraamwerke te beplan en dan om voer hierdie aktiwiteite volgens plan uit - Besigheidsprosesse - Vermoë om by stelsels of komponentprosesse betrokke te raak en deurlopende verbeterings aan te bring - Gebruik van Tegnologie - Die vermoë om tegnologie in die werkplek te benut om funksionering van die Munisipaliteit te optimaliseer - Dataverwerking en -analise - Vermoë om te verwerk data en bring verbeterings na vore in die manier waarop dit verwerk word - Interpersoonlike Verhoudings - Die vermoë om produktiewe verhoudings met mense binne en buite die Munisipaliteit te vestig en te handhaaf - Kommunikasie - Die vermoë om aandagtig te luister, kwessies te begryp, inligting op 'n duidelike wyse aan te bied en toepaslik op mondelinge en geskrewe kommunikasie van ander te reageer - Dienslewering Oriëntering - Die vermoë om nuwe maniere te verken en te implementeer om dienste te lewer wat bydra tot die verbetering van munisipale prosesse om munisipale doelwitte te bereik - Kliënte-oriëntering en klantefokus - Verstaan die diensbehoefte van 'n kliënt/kliënt (intern of ekstern) en fokus aktief daarop om die behoeftes op tydige en toepaslike wyse te antisipeer, te ontmoet en te oorskry - Aksie-oriëntering - Die vertoon van hoë werksetiek in die stel en bereik van uitdagende doelwitte, die nakoming van spertye en die nakoming van beloftes . Dit manifesteer in 'n mens se vermoë om gefokus te bly op taak, om energiek, aanhoudend en betroubaar te wees - Veerkragtigheid - Die vermoë om konstruktief te reageer op druk/stres situasies en die vermoë om met doelwitte te volhard ten spyte van struikelblokke en terugslae - Verandergereedheid - Die vermoë om te innoveer en die status quo uit te daag en die vermoë om verandering te hanteer wat deur ander gedryf word - Kognitiewe vermoë - Die vermoë om inligting in te samel, kwessies te analiseer en kompleksiteit en dubbelsinnigheid te hanteer. Toon langtermyn denke. Volg op 'n logiese wyse deur, bewus van die gevolge en implikasies. Is in staat om die 'Groter prentjie' te sien - Leeroriëntasie - Die gewilligheid en motivering om te leer, kennis te bekom, insig te ontwikkel en te fokus op deurlopende selfverbetering - Impak en Invloed - Die vermoë om 'n positiewe houding by ander te inspireer en in staat te wees om ander effektief te beïnvloed - Spanorientering - Die vermoë om 'n samewerkende klimaat te bevorder, groepdinamika te verstaan en toepaslike fasiliteringstegnieke toe te pas in die werk met ander om 'n gedeelde doel te bereik - Rigting Omgewing - Die vermoë om 'n duidelike gevoel van gemeenskaplike doel en visie vir ander te skep met die oog daarop om inkoop en toewyding tot die doelwitte te verkry - Afrigting en Mentorskap - Die

vermoë om vaardighede, prestasie en potensiaal van ondergeskiktes te assesser en om hul ontwikkeling met die oog op die optimalisering van hul talent

Standplaas: Langeberg area

Status: Permanente aanstelling

Vergoeding: R 164 100 – R 213 048 (T6) per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Navrae met betrekking tot pos: **Skakel Mev VD Arendse, Superintendent: E-Natis, by 023 615 8900**

Algemene Assistent: Skoonmaker (Verw nr 04/2025)

Kwalifikasies/ Ervaring: Basiese geletterdheid, 0-1 jaar ondervinding

Sleutelprestasie gebiede: Uitvoering van skoonmaakdienste deur kantore, toilette en konferensiekamers skoon te maak

Byvoegdhede: Kernprofessioneel - Bestuur van werk - Algemene arbeidsaktiwiteite. Koördinerings van werk met die werkskedsules van ander, d.w.s. kontrakteurs ens. - Werkplekveiligheid - Veiligheid rondom die werkplek / werkspasie. Verseker dat werkarea en werkspasie skoon is - Taakverantwoordbaarheid - Die vermoë om basiese instruksies te verstaan en te volg en verantwoordelik gehou te word vir taakverrigting - Gehalte-oriëntering - Gereedskap en toerusting berging en versorging. Verseker dat gereedskap beveilig, gestoor en gebruik word volgens spesifikasies - Mondelinge kommunikasie - Interaksie met medewerkers om werk te koördineer. Interaksie met toesighouers om werkopdragte te ontvang – Diensleweringsooriëntering - Die vermoë om nuwe maniere te verken en te implementeer om dienste te lewer wat bydra tot die verbetering van munisipale prosesse om munisipale doelwitte te bereik - Interpersoonlike verhoudings - Die vermoë om produktiewe verhoudings met mense binne die munisipaliteit te vestig en te handhaaf – Kommunikasie - Die vermoë om aandagtig te luister, kwessies te begryp, inligting op 'n duidelike wyse aan te bied en gepas te reageer op verbale en geskrewe kommunikasie van ander - Aksie-oriëntasie - Die vermoë om gefokus te bly op 'n taak, om energie, volhardend en betroubaar te wees - Veerkragtigheid - Die vermoë om vol te hou met aksies / werkaflerbares ten spyte van struikelblokke - Verantwoordbaarheid en Etiese Gedrag - Vermoë om standarde van etiese en morele gedrag aan die dag te lê om vertroue te bevorder en om te voldoen aan kodes van goeie praktyk – Leeroriëntasie - Die gewilligheid en motivering om te leer, kennis te bekom, insig te ontwikkel en te fokus op voortdurende selfverbetering - Impak en Invloed - Die vermoë om 'n positiewe gesindheid by ander te inspireer en ander effektief te kan beïnvloed – Spanorientering - Die vermoë om 'n samewerkende klimaat te bevorder in samewerking met ander om 'n gedeelde doel te bereik

Standplaas: Robertson

Status: Permanente aanstelling

Vergoeding: R 124 152 – R 146 592 (T3) per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Navrae met betrekking tot pos: **Skakel Mnr GM Moelich, Snr Bestuurder: Administratiewe Ondersteuning, by 023 615 8019**

DIREKTORAAT GEMEENSKAP DIENSTE

Superintendent: Sport Fasiliteite (Verw nr 05/2025)

Kwalifikasies/ Ervaring:	Graad 12 of 'n toepaslike na-matriekkwalifikasie, Rekenaargeletterd: MS Office, 2-5 jaar toepaslike ondervinding; Kode B bestuurslisensie
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
Byvoegdhede:	Kernprofessioneel - Bestuur van werk - Bestuur eie tyd en beskikbare hulpbronne en gereedskap effektief om te verseker dat werk doeltreffend en betyds voltooi word - Beplanning en organisering - Die vermoë om aktiwiteite binne spesifieke tydraamwerke te beplan en om hierdie aktiwiteite volgens plan uit te voer - Fasiliteitspesifieke vaardighede - Toon 'n bevredigende vlak van tegniese vaardigheid, kennis, ervaring en opvoeding relevant tot bepaalde gemeenskapsfasiliteit - Werkplekveiligheid - Die vermoë om toestande wat werknemerveiligheid raak te identifiseer en reg te stel - Interpersoonlike Verhoudings - Die vermoë om produktiewe verhoudings met mense binne en buite die Munisipaliteit te vestig en te handhaaf – Kommunikasie - Die vermoë om aandagtig te luister, kwessies te begryp, inligting op 'n duidelike wyse aan te bied en toepaslik op mondelinge en geskrewe kommunikasie van ander te reageer - Diensleweringsoriëntering - Die vermoë om nuwe maniere te verken en te implementeer om dienste te lewer wat bydra tot die verbetering van munisipale prosesse om munisipale doelwitte te bereik - Aksie-oriëntering - Die vertoon van hoë werksetiek in die opstel en bereiking van uitdagende doelwitte, spertye nakom en beloftes nakom. Dit manifesteer hom in 'n mens se vermoë om gefokus te bly op taak, om energiek, aanhoudend en betroubaar te wees - Veerkragtigheid - Die vermoë om konstruktief op druk-/stressituasies te reageer en die vermoë om te volhard met doelwitte ten spyte van struikelblokke en terugslae - Veranderingsgereedheid - Die vermoë om te innoveer en die status quo uit te daag en die vermoë om verandering te hanteer wat deur ander gedryf word - Leeroriëntasie - Die gewilligheid en motivering om te leer, kennis te bekom, insig te ontwikkel en te fokus op voortdurende selfverbetering - Probleemoplossing - Die vermoë om in te samel inligting, kwessies te ontleed en kompleksiteit en dubbelsinnigheid te hanteer. Toon langtermyn denke, volg op 'n logiese wyse deur, bewus van gevolge en implikasies. Is in staat om die 'Groter prentjie' te sien - Verantwoordbaarheid en etiese gedrag - Vermoë om die hoogste standarde van etiese en morele gedrag te toon en te bou ten einde vertroue en vertroue in die staatsdiens te bevorder en om te voldoen aan kodes van goeie korporatiewe bestuur - Rigting Omgewing - Die vermoë om 'n duidelike gevoel van gemeenskaplike doel en visie vir ander te skep en die vermoë om ander te motiveer en te inspireer om vrywillig van hul beste te lewer om na 'n gemeenskaplike visie te werk. of doelwit - Impak en Invloed - Die vermoë om 'n positiewe gesindheid by ander te inspireer en ander effektief te kan beïnvloed - Afrigting en Mentorskap - Die vermoë om vaardighede, prestasie en potensiaal van ondergeskiktes te assesser en om hul ontwikkeling aan te moedig met die oog op optimalisering hul talent en potensiaal - Spanorientering - Die vermoë om 'n samewerkende klimaat te bevorder, groepdinamika te verstaan en toepaslike fasiliteringstegnieke toe te pas in die werk met ander om 'n gedeelde doel te bereik.
Standplaas:	Robertson

Status:	Permanente aanstelling
Vergoeding:	R 283 188 – R 367 548 (T10) per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid
Navrae met betrekking tot pos:	Skakel Mev LJH April, Bestuurder: Gemeenskap Fasiliteite, by 023 626 8259

Snr Toesighouer: Sport Fasiliteite (Verw nr 06/2025)

Kwalifikasies/ Ervaring:	Graad 12 of gelykwaardige tegniese kwalifikasie, 1-2 jaar toepaslike ondervinding; Kode B bestuurslisensie
Sleutelprestasie gebiede:	Skakel met sport kodes en klubs vir die optimale gebruik van sport fasiliteite; Verantwoordelik vir die bedryf en instandhouding van sport fasiliteite; Uitvoering van administratiewe take wat verband hou met sport fasiliteite; Bepaal langtermyn behoeftes en prioritisering van behoeftes in lyn met goedgekeurde begroting; Verseker toepassing en voldoening aan sportbeleid
Byvoegdhede:	Kernprofessioneel - Probleemoplossing - Die vermoë om inligting in te samel, kwessies te ontleed en kompleksiteit en dubbelsinnigheid te hanteer. Toon langtermyn denke, volg op 'n logiese wyse deur, bewus van gevolge en implikasies. Is in staat om die 'Groter prentjie' te sien - Beplanning en Organisering - Die vermoë om die werkseenheid te beplan en te organiseer deur doelwitstelling, doelwitte, teikens te gebruik, werkskodes en werkplanne met gepaardgaande hulpbronne en begrotings te skep, volgens die munisipaliteit se prosedures om die take, funksies, resultate van die werkseenheid te bereik - Organisatoriese bewustheid - Dryf billike dienslewering met inagneming van hoe politieke en dienskwessies, program, beleide en besluite openbare belang / bekommernisse beïnvloed - Dissipline-spesifieke vaardighede - 'n bevredigende vlak van tegniese en professionele vaardigheid of kennis in posverwante gebiede bereik het; tred te hou met huidige ontwikkelings en neigings in gebiede van kundigheid - Mensebestuur - Bestuur en moedig mense aan, optimaliseer hul uitsette en bestuur verhoudings effektief om munisipale doelwitte te bereik - Taakbestuur - Beplan, bestuur, moniteer en evalueer spesifieke aktiwiteite ten einde te lewer die verlangde uitsette en uitkomst - Werkplekveiligheid - Die vermoë om die behoeftes van werknemers te assesser en dit te koppel aan die munisipaliteit se beleid oor gesondheid, veiligheid en welstand - Begroting - Maksimeer die munisipaliteit se besigheidsin en toon 'n goeie besigheidsbegrip in die toepassing van die mees doeltreffende bestuurspraktyke om munisipaliteite en departemente se finansieringsdoelwitte en -doelwitte te bereik - Interpersoonlike Verhoudings - Die vermoë om produktiewe verhoudings met mense binne en buite die Munisipaliteit te vestig en te handhaaf - Kommunikasie - Die vermoë om aandagtig te luister, kwessies te begryp, inligting op 'n duidelike wyse aan te bied en toepaslik op mondelinge en geskrewe kommunikasie van ander te reageer - Dienslewering Oriëntering - Die vermoë om nuwe maniere te verken en te implementeer om dienste te lewer wat bydra tot die verbetering van munisipale prosesse om munisipale doelwitte te bereik - Aksie en uitkoms - Oriëntering - Die vertoon van hoë werk etiek om uitdagende doelwitte te stel en te bereik, spertye na te kom en beloftes na te kom. Dit manifesteer in 'n mens se vermoë om gefokus te bly op take, om energiek, aanhoudend en betroubaar te wees – Veerkragtigheid – Die vermoë om konstruktief te reageer op druk/stres situasies en die vermoë om met doelwitte te volhard ten spyte van struikelblokke en terugslae – Etiek en aanspreeklikheid –

Die vermoë om te vernuwe en die status quo uit te daag en die vermoë om verandering te hanteer wat deur ander gedryf word - Rigtingstelling - Die vermoë om te motiveer en ander inspireer om vrywillig hul beste te lewer deur te werk na 'n gemeenskaplike visie of doelwit - Impak en Invloed - Die vermoë om 'n positiewe gesindheid by ander te inspireer en ander effektief te kan beïnvloed - Afrigting en Mentorskap - Die vermoë om vaardighede, prestasie te assesseer, en potensiaal van ondergeskiktes en om hul ontwikkeling aan te moedig met die oog op die optimalisering van hul talent en potensiaal - Spanorientering - Die vermoë om 'n samewerkende klimaat te bevorder, groepdinamika te verstaan en toepaslike fasiliteringstegnieke toe te pas om saam met ander te werk om 'n gedeelde doel te bereik.

Standplaas:

Robertson

Status:

Permanente aanstelling

Vergoeding:

R 223 416 – R 289 992 (T8) per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Navrae met betrekking tot pos:

Skakel Mev LJH April, Bestuurder: Gemeenskap Fasiliteite, by 023 626 8259

KANTOOR VAN DIE MUNISIPALE BESTUURDER

Assistent Interne Ouditeur (Verw nr 07/2025)

Kwalifikasies/ Ervaring:

'n Relevante 3-jaar kwalifikasie met voorkeur in ouditkunde of interne oudit as hoofvak; Rekenaargeletterd: MS Office; Kode B bestuurslisensie; 0-2 jaar toepaslike ondervinding

Sleutelprestasie gebiede:

Oudit van finansiële rapportering in terme van MFMA, MSA en toepaslike regulasies; Oudit Prestasie Bestuurstelsel; Voorsien Sekretariële ondersteuning aan Oudit en Prestasiekomitee; Oudit nakoming van Wette en Regulasies wat van toepassing is op Plaaslike Owerheid; Voorbereiding van verslae aan die Raad en Munisipale Bestuurder aangaande Oudit en Prestasiekomitee aangeleenthede; Waarneem as Korporatiewe Risikobestuur Koördineerder; Voorsien administratiewe ondersteuning aan die Bedrog en Risikobestuurkomitee; Opstel en instandhouding van die organisasie se Risikoregister; Administreer die "Compliance" bestuur stelsel; Uitvoer van gereelde oudits vir nakoming van Plaaslike Regering Wetgewing

Bevoegdhede:

Kernprofessioneel – Geskrewe Kommunikasie – Die vermoë om komplekse inligting in verstaanbare dokumente vir spesifieke gehore te kommunikeer; Mondelinge Kommunikasie – Die vermoë om komplekse konsepte op 'n verstaanbare, oortuigende wyse te verwoord; Navorsing en Analise – Vermoë om 'n ouditprobleem in samestellende dele te verdeel, sleutelkwessies te identifiseer, gesag in die vorm van statuut/beleid op te spoor en ouditverslae saam te stel om 'n posisie te ondersteun; Voorspraak / Onderhandeling – Die vermoë om Interne Ouditbelange in toepaslike forums te ontwikkel en aan te bied, die beste moontlike uitkomst voor te stel en te onderhandel; Etiek en Professionaliteit – Die vermoë om etiese kwessies en botsings van belange te identifiseer en te hanteer; Organisatoriese bewustheid – Die vermoë om die munisipaliteit se doelwitte te verstaan, en die impak van besluite op die publiek en die funksionering van die verskillende direktorate; Funksioneel – Interne Ouditkunde – Vermoë om die doeltreffendheid van risikobestuur, bestuur en interne beheerprosesse te evalueer; Betrokkenheidbestuur – Vermoë om die take van self en ander te

beplan, te koördineer en te beheer om aanstellings te lewer volgens die vereiste spesifikasie en binne begroting en skedule; Inligtingsbestuur – Die insameling en ontleding van data en die bestuur daarvan deur gebruik te maak van verskeie tegnieke om die resultate van die ouditproses die beste te verduidelik; Staatsdiensoriëntering – Interpersoonlike Verhoudings – Die vermoë om produktiewe verhoudings met mense binne en buite die munisipaliteit te vestig en te handhaaf; Kommunikasie – Die vermoë om aandagtig te luister, kwessies te begryp, inligting op 'n duidelike wyse aan te bied en gepas te reageer op mondelinge en geskrewe kommunikasie van ander; Diensleweringsoriëntering – Die vermoë om nuwe maniere te verken en te implementeer om dienste te lewer wat bydra tot die verbetering van munisipale prosesse ten einde munisipale doelwitte te bereik; Kliënteoriëntasie en kliëntfokus – Verstaan die diensbehoefte van 'n kliënt/kliënt (intern of ekstern) en fokus aktief daarop om die behoeftes te antisipeer, te ontmoet en te oortref op 'n tydige en toepaslike wyse; Persoonlik – Aksie- en Uitkoms-oriëntering – Die vertoon van hoë werksetiek in die stel en bereik van uitdagende doelwitte, die nakom van spertye en die nakoming van beloftes. Dit manifesteer hom in 'n mens se vermoë om gefokus te bly op taak, om energiek, aanhoudend en betroubaar te wees; Veerkragtigheid – Die vermoë om konstruktief op druk-/stressituasies te reageer en die vermoë om doelwitte te volhard ten spyte van struikelblokke en terugslae; Verandergereedheid – Die vermoë om te innoveer en die status quo uit te daag en die vermoë om verandering te hanteer wat deur ander gedryf word; Kognitiewe vermoë – Die vermoë om inligting in te samel, kwessies te ontleed en kompleksiteit en dubbelsinnigheid te hanteer. Toon langtermyn denke, volg op 'n logiese wyse deur, bewus van gevolge en implikasies. Is in staat om die 'Groter prentjie' te sien; Leeroriëntasie – Die gewilligheid en motivering om te leer, kennis op te doen, insig te ontwikkel en op voortdurende selfverbetering te fokus; Bestuur / Leierskap – Impak en Invloed – Die vermoë om 'n positiewe gesindheid by ander te inspireer en ander effektief te kan beïnvloed; Spanorientering – Die vermoë om 'n positiewe gesindheid by ander te inspireer en ander effektief te kan beïnvloed; Afrigting en Mentorskap – Die vermoë om vaardighede, prestasie en potensiaal van ondergeskiktes te assesser en om hul ontwikkeling aan te moedig met die oog op die optimalisering van hul talent en potensiaal; Strategiese vermoë / Leierskap of Rigtingstelling – Bepaal en verwoord die visie, stel die rigting vir die organisasie en/of eenheid en inspireer ander om die organisatoriese mandaat te lewer

Standplaas:

Status:

Vergoeding:

Ashton

Permanente aanstelling

R 251 520 – R 326 484 (T9) per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Navrae met betrekking tot pos:

Skakel Mnr DD Engelbrecht, Waarnemende Hoof Uitvoerende Oudit, by 023 615 8056

DIREKTORAAT INGENIEURSDIENSTE

Superintendent: Werke (Verw nr 08/2025)

Kwalifikasies/ Ervaring:

Graad 12 of gelykwaardige tegniese kwalifikasie, 3-5 jaar toepaslike ondervinding in die instandhouding van strate, stormwater, water- en rioolnetwerke; Praktijk van water- en rioolwerke en kennis van siviele konstruksiewerke; Kode B bestuurslisensie; Persoon moet

	bystandspligte kan doen en na-ure kan werk; Goeie kommunikasie-; organiseer-; beplannings- en bestuursvaardighede; Rekenaargeletterd: MS Office.
Sleutelprestasië gebiede:	Verantwoordelik vir die bestuur en toesighouding van personeel onder u beheer; Verantwoordelik vir die bestuur en toesighouding van werksaamhede by die water & rioolwerke en netwerke; Verantwoordelik vir die bestuur en toesighouding van werksaamhede by die paaie en stormwater afdeling; Onderneem van inspeksies en ondersoek instel na klagtes van die publiek; Verantwoordelik vir alle administratiewe funksies binne u afdeling; Verantwoordelik vir toepassing van dissiplinêre prosedures
Byvoegdhede:	Kernprofessioneel - Bestuur van werk - Bestuur eie tyd en beskikbare hulpbronne en gereedskap effektief om te verseker dat werk doeltreffend en betyds voltooi word - Beplanning en organisering - Die vermoë om aktiwiteite binne spesifieke tydraamwerke te beplan en om hierdie aktiwiteite volgens plan uit te voer - Fasiliteitspesifieke vaardighede - Toon 'n bevredigende vlak van tegniese vaardigheid, kennis, ervaring en opvoeding relevant tot bepaalde gemeenskapsfasiliteit - Werkplekveiligheid - Die vermoë om toestande wat werknemerveiligheid raak te identifiseer en reg te stel - Interpersoonlike Verhoudings - Die vermoë om produktiewe verhoudings met mense binne en buite die Munisipaliteit te vestig en te handhaaf – Kommunikasie - Die vermoë om aandagtig te luister, kwessies te begryp, inligting op 'n duidelike wyse aan te bied en toepaslik op mondelinge en geskrewe kommunikasie van ander te reageer - Diensleweringsoriëntering - Die vermoë om nuwe maniere te verken en te implementeer om dienste te lewer wat bydra tot die verbetering van munisipale prosedures om munisipale doelwitte te bereik - Aksie-oriëntering - Die vertoon van hoë werksetiek in die opstel en bereiking van uitdagende doelwitte, spertye nakom en beloftes nakom. Dit manifesteer hom in 'n mens se vermoë om gefokus te bly op taak, om energiek, aanhoudend en betroubaar te wees - Veerkragtigheid - Die vermoë om konstruktief op druk-/stressituasies te reageer en die vermoë om te volhard met doelwitte ten spyte van struikelblokke en terugslae - Veranderingsgereedheid - Die vermoë om te innoveer en die status quo uit te daag en die vermoë om verandering te hanteer wat deur ander gedryf word - Leeroriëntasie - Die gewilligheid en motivering om te leer, kennis te bekom, insig te ontwikkel en te fokus op voortdurende selfverbetering - Probleemoplossing - Die vermoë om in te samel inligting, kwessies te ontleed en kompleksiteit en dubbelsinnigheid te hanteer. Toon langtermyn denke, volg op 'n logiese wyse deur, bewus van gevolge en implikasies. Is in staat om die 'Groter prentjie' te sien - Verantwoordbaarheid en etiese gedrag - Vermoë om die hoogste standaarde van etiese en morele gedrag te toon en te bou ten einde vertroue en vertroue in die staatsdiens te bevorder en om te voldoen aan kodes van goeie korporatiewe bestuur - Rigting Omgewing - Die vermoë om 'n duidelike gevoel van gemeenskaplike doel en visie vir ander te skep en die vermoë om ander te motiveer en te inspireer om vrywillig van hul beste te lewer om na 'n gemeenskaplike visie te werk. of doelwit - Impak en Invloed - Die vermoë om 'n positiewe gesindheid by ander te inspireer en ander effektief te kan beïnvloed - Afrigting en Mentorskap - Die vermoë om vaardighede, prestasie en potensiaal van ondergeskiktes te assesser en om hul ontwikkeling aan te moedig met die oog op optimalisering hul talent en potensiaal - Spanorientering - Die vermoë om 'n samewerkende klimaat te bevorder, groepdinamika te

verstaan en toepaslike fasiliteringstegnieke toe te pas in die werk met ander om 'n gedeelde doel te bereik.

Standplaas: Robertson

Status: Permanente aanstelling

Vergoeding: R 334 272 – R 433 920 (T11) per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Navrae met betrekking tot pos: Skakel Mnr CGH Posthumus, Snr Bestuurder: Siviele Ingenieursdienste, by 023 615 8000

Toesighouer: Paaie & Stormwater (Verw nr 09/2025)

Kwalifikasies/ Ervaring: Graad 9 of gelykwaardige tegniese kwalifikasie; 1-2 jaar toepaslike ondervinding; Kode C1 bestuurders lisensie

Sleutelprestasie gebiede: Verantwoordelik vir die onderhoud van stormwaterkanale, Verantwoordelik vir konstruksiewerk en gebouwerk; Verantwoordelik vir onderhoud van voertuig; Verantwoordelik vir paaie instandhouding; Vervoer van personeel en goedere; Toesighouding van personeel onder u beheer; Verrig van administratiewe funksies

Bevoegdhede: Verstaan potensiele impak van probleme in die werksomgewing; Handel met duidelike gedefinieerde probleme wat taakspesifiek is; Demonstreer logiese probleemoplossing en voorsien rasionele voorgestelde oplossings; Bepaal oorsake van probleme en evalueer watter oplossings hierdie oorsake sal aanspreek; Kry toepaslike persone betrokke om komplekse taakverwante probleme op te los; Beplan take op 'n daaglikse basis volgens 'n vasgestelde skedule; Fokus op korttermyn take volgens projekbasis; Identifiseer hulpbron vereistes om spesifieke take te onderneem; Verstaan hoe besigheids eenheid funksioneer; Basiese verstaan van die munisipaliteit, die prioriteite en doelwitte; Bedag wees op beleide en prosedures en om binne hierdie raamwerke te opereer; Bedag op sake wat impakkeer op dienslewering; Verstaan die beginsels en die teorie mby die professie; Vermoe om taak spesifieke probleme te identifiseer en ontleed alle faktore wat die oplossing beïnvloed; Vermoe om die voorgestelde oplossing te ontwikkel deur 'n proses van sintese met die toepassing van alle informasie verkry deur die ondersoek van die probleem; Vermoe om take uit te voer en te implementeer, verseker die effektiewe aanwending van persone, materiaal, masjiene, toerusting om eindresultaat binne die vasgestelde raamwerke te bereik; Wees ondersteunend en samewerkend in die uitvoering van take; Organiseer die span en ontwikkel 'n werksplan; Effektief allokkeer eie tyd om werk te voltooi; Ko-ordineer eie en ander skedules om konflik te vermy; Vermoe om hulpbronne optimaal te gebruik; Voordeel te verkry uit beskikbare hulpbronne om werk effektief te voltooi; Vermoe om take te prioritiseer; Identifiseer meer kritieke en minder kritieke aktiwiteite en take; Pas prioriteite aan soos van toepassing; Bly gefokus op take; Kyk na kwaliteit van werk teen vooropgestelde spesifikasies; Verseker dat vasgestelde prosedures vir voltooiing van take gevolg word; Inisieer aksie om kwaliteits probleme op te los; Voorsien kennis van verwante veiligheid of sekuriteit regulasies; Bedag wees op medewerkers se veiligheid in die werksplek; Verstaan die gebruik van toerusting; Demonstreer en/ of verduidelik veiligheidstoerusting en/ of prosedures; Afdwing van veiligheid en/ of sekuriteits prosedures; Dokumenteer en/ of monitor veiligheid of sekerheid aanslagte; Wees bedag op gevaarlike materiaal; Verstaan basiese operasionele vereistes en invoer daarvan in begrotingsproses; Vermoe vir daarstel, rapportering en oor die wegkom met ander; Kommunikeer effektief; Aanvaar bydraes

van ander; Demonstreer effektiewe verbale en geskrewe kommunikasie; Kommuniqueer effektief met kollegas en kliente; Toegewyd tot uitnemendheid; Hou verpligtinge en beloftes in die uitvoering van take en die nakoming van spertye; Toon entoesiasme om nuwe projekte aan te pak; Is 'n selfaansitter; Dryf om spertye te haal en motiveer ander om dieselfde te doen; Skep 'n aksie-georiënteerde kultuur wat die werkseenheid ondersteun in die bereiking van sy doelwitte; Aanvaar kritiek oor prestasie, terwyl werkstandaarde gehandhaaf word; Gaan voort om te probeer verbeter ten spyte van terugslae of ander beperkings; Gee homself in ooreenstemming met organisatoriese waardes; Neem verantwoordelikheid vir eie optrede; Erken eie foute en swakhede en soek hulp van ander waar nie in staat is om te lewer nie; Behandel alle werknemers met gelyke respek; Gee rigting aan spanne om doelwitte en spertye te bereik; Definieer rolle en verantwoordelikhede vir spanlede en kommunikeer verwagtinge duidelik; Maak positiewe impak en kom selfversekerd en professioneel voor; Afdwing van respek van eweknieë en ondergeskiktes; Besleg geskille so vinnig en effektief as moontlik; Deel kennis en inligting met eweknieë en ondergeskiktes; Kommuniqueer take en verwagtinge en stel realistiese standaarde; Antisipeer foute en bied vryelik hulp aan sonder om aanmatigend te wees; Verstaan ondergeskiktes se beperkings; Moedig opleiding aan by die werk en die aanleer van nuwe vaardighede; Toon inisiatief en selfvertroue in die hantering van ander; In staat om 'n span te bestuur wat effektief as 'n spanlid werk; Deel inligting en werk maklik met ander saam; Skep sterk moraal / spangees

Standplaas:

Bonnievale

Status:

Permanente aanstelling

Vergoeding:

R 198 480 – R 257 556 (T7) per jaar, asook die normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Navrae met betrekking tot pos: Skakel Mnr CGH Posthumus, Snr Bestuurder: Siviele Ingenieursdienste, by 023 615 8000

Sluitingsdatum: 7 Februarie 2025 om 12:00. Aansoeke (Aansoekvorm, CV, kwalifikasies, getuigskrif, ID en Bestuurslisensie) 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 en Menslike Hulpbronne Praktisyn: Me V Matthys by Tel (023) 615 8033 tydens normale kantoorure. Die aansoekvorm is op die munisipale webwerf (www.langeberg.gov.za) en by alle munisipale kantore beskikbaar.

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 2025 nog geen terugvoer ontvang 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 Munisipaliteit behou die reg voor om geen aanstelling te maak nie. Geen laat aansoeke sal aanvaar word nie. Alle suksesvolle kandidate se aanstellings is onderhewig aan die verifikasie van kwalifikasies en kriminele rekords. Indiensneming sal onderworpe wees aan die ondertekening van dienskontrakte en waar nodig, prestasie-ooreenkomste asook openbaarmaking van finansiële belange. U stem in dat die persoonlike inligting wat as deel van u aansoek ingedien word, gebruik mag word vir die doeleindes van die Werwing- en Keuringsproses.

DP LUBBE

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 FINANCIAL SERVICES

Clerk: Insurance (Re-advertisement) (Ref nr 01/2025)

Qualifications/ Experience:	Grade 12; Computer literacy: MS Office; 0-2 years experience
Key Performance Areas:	Submit insurance claims to insurance brokers; Assist with the renewal of Council's short term insurance portfolio; Ensure that all assets are adequately insured; Assist with maintaining of Insurance and Asset register.
Competencies:	Core Professional - Written Communication - The ability to communicate in writing as appropriate to specific audience - Oral Communication - The ability to articulate a message in an understandable and convincing manner - Attention to Detail - Ability to scrutinise own work and that of others to ensure accuracy and compliance with the relevant municipal standards – Influencing - The ability to interact with others and influence them to adopt the best alternative from a range of options - Ethics and Professionalism - The ability to identify and deal with ethical issues and conflicts of interest - Organisational Awareness - The ability to understand the Municipality's objectives, and the impact of decisions on the community and the functioning of the department - Problem Solving - The ability to identify potential problem areas, to break the problem into component parts, generates potential solutions, select an option and implement it - Planning and Organising - The ability to plan activities within specific timeframes and then to execute these activities according to plan - Business Processes - Ability to engage with systems or component processes and make continuous improvement- Use of Technology - The ability to utilise technology in the workplace to optimise functioning of the Municipality - Data Processing & Analysis - Ability to process data and bring out about improvements in the way in which it is processed - Interpersonal Relationships - The ability to establish and maintain productive relationships with people within and outside of the Municipality – Communication - The capacity to listen attentively, grasp issues, presents information in a clear manner and respond appropriately to verbal and written communication of others - Service Delivery Orientation - The ability to explore and implement new ways of delivering services that contribute to the improvement of municipal processes in order to achieve municipal goals - Client Orientation and Customer Focus - Understands the service needs of a client/customer (internal or external) and actively focusses on anticipating, meeting and exceeding the needs in timely and appropriate manner - Action Orientation - The display of high work

ethic in setting and achieving challenging goals, meeting deadlines and keeping promises. It manifests itself in one's ability to stay focused on task, to be energetic, persistent and reliable – Resilience - The ability to respond constructively to pressure/stress situations and the ability to persist with goals despite obstacles and setbacks - Change Readiness - The ability to innovate and challenge the status quo and the ability to cope with change driven by others - Cognitive ability - The ability to gather information, analyse issues and deal with complexity and ambiguity. Shows long-term thinking. Follows through in a logic manner, aware of consequences and implications. Is able to see the 'Bigger Picture' - Learning Orientation - The willingness and motivation to learn, acquire knowledge, develop insight and focus on continuous self-improvement - Impact and Influence - The ability to inspire a positive attitude in others and be able to influence others effectively - Team Orientation - The capacity to promote a cooperative climate, understand group dynamics and apply appropriate facilitation techniques in working with others to achieve a shared goal - Direction Setting - The ability to create a clear sense of common purpose and vision for others with a view to obtaining buy-in and commitment to the goals - Coaching and Mentoring - The ability to assess skills, performance, and potential of subordinates and to encourage their development with the views of optimising their talent

Place of work:

Robertson

Status

Permanent appointment

Remuneration:

R 139 728 – R 180 504 (T5) per annum as well as normal benefits as applicable to a Local Authority

Enquiries regarding post:

Contact Me L Nokama, Manager: Budget Office at 023 615 8032

Cashier (Ref nr 02/2025)

Qualifications/ Experience:

Grade 12, Computer literacy: MS Office, 0-2 years experience

Key Performance Areas:

Receive money and issue receipts; Balance received money; Handling enquiries; Issue prepaid electricity tokens; Completion of connection/disconnection forms

Competencies:

Core Professional - Written Communication - The ability to communicate in writing as appropriate to specific audiences - Oral Communication - The ability to articulate a message in an understandable and convincing manner - Attention to Detail - Ability to scrutinise own work and that of others to ensure accuracy and compliance with the relevant municipal standards – Influencing – The ability to interact with others and influence them to adopt the best alternative from a range of options - Ethics and Professionalism - The ability to identify and deal with ethical issues and conflicts of interest - Organisational Awareness - The ability to understand the Municipality's objectives, and the impact of decisions on the community and the functioning of the department - Problem Solving - The ability to identify potential problem areas, to break the problem into component parts, generates potential solutions, select an option and implement it - Planning and Organising - The ability to plan activities within specific timeframes and then to execute these activities according to plan - Business Processes - Ability to engage with systems or component processes and make continuous improvements - Use of Technology - The ability to utilise technology in the workplace to optimise functioning of the Municipality - Data Processing & Analysis - Ability to process data and bring out about improvements in the way in which it is processed - Interpersonal Relationships -The ability to establish and maintain productive relationships with people within and outside of the Municipality –

Communication -The capacity to listen attentively, grasp issues, presents information in a clear manner and respond appropriately to verbal and written communication of others - Service Delivery Orientation - The ability to explore and implement new ways of delivering services that contribute to the improvement of municipal processes in order to achieve municipal goals - Client Orientation and Customer Focus - Understands the service needs of a client/customer (internal or external) and actively focusses on anticipating, meeting and exceeding the needs in timely and appropriate manner - Action Orientation - The display of high work ethic in setting and achieving challenging goals, meeting deadlines and keeping promises. It manifests itself in one's ability to stay focused on task, to be energetic, persistent and reliable – Resilience - The ability to respond constructively to pressure/stress situations and the ability to persist with goals despite obstacles and setbacks - Change Readiness - The ability to innovate and challenge the status quo and the ability to cope with change driven by others - Cognitive ability - The ability to gather information, analyse issues and deal with complexity and ambiguity. Shows long-term thinking. Follows through in a logic manner, aware of consequences and implications. Is able to see the 'Bigger Picture' - Learning Orientation - The willingness and motivation to learn, acquire knowledge, develop insight and focus on continuous self-improvement - Impact and Influence - The ability to inspire a positive attitude in others and be able to influence others effectively - Team Orientation - The capacity to promote a cooperative climate, understand group dynamics and apply appropriate facilitation techniques in working with others to achieve a shared goal - Direction Setting - The ability to create a clear sense of common purpose and vision for others with a view to obtaining buy-in and commitment to the goals - Coaching and Mentoring - The ability to assess skills, performance, and potential of subordinates and to encourage their development with the views of optimising their talent

Place of work:

Ashton

Status

Permanent appointment

Remuneration:

R 139 728 – R 180 504 (T5) per annum as well as normal benefits as applicable to a Local Authority

Enquiries regarding post:

Contact Mr U Nakasa, Manager: Income Services, at 023 615 8042

DIRECTORATE CORPORATE SERVICES

Snr Clerk: Licensing (Ref nr 03/2025)

Qualifications/ Experience:

Grade 12, Computer literacy: MS Office, 2-5 years applicable experience; Knowledge of the NATIS system will serve as recommendation

Key Performance Areas:

Registration of motor vehicles; Make bookings for learners and driver's licenses; Consolidate banking.

Competencies:

Core Professional - Written Communication - The ability to communicate in writing as appropriate to specific audiences - Oral Communication - The ability to articulate a message in an understandable and convincing manner - Attention to Detail - Ability to scrutinise own work and that of others to ensure accuracy and compliance with the relevant municipal standards – Influencing – The ability to interact with others and influence them to adopt the best alternative from a range of options - Ethics and Professionalism -

The ability to identify and deal with ethical issues and conflicts of interest - Organisational Awareness - The ability to understand the Municipality's objectives, and the impact of decisions on the community and the functioning of the department - Problem Solving - The ability to identify potential problem areas, to break the problem into component parts, generates potential solutions, select an option and implement it - Planning and Organising - The ability to plan activities within specific timeframes and then to execute these activities according to plan - Business Processes - Ability to engage with systems or component processes and make continuous improvements - Use of Technology - The ability to utilise technology in the workplace to optimise functioning of the Municipality - Data Processing & Analysis - Ability to process data and bring out about improvements in the way in which it is processed - Interpersonal Relationships -The ability to establish and maintain productive relationships with people within and outside of the Municipality – Communication -The capacity to listen attentively, grasp issues, presents information in a clear manner and respond appropriately to verbal and written communication of others - Service Delivery Orientation - The ability to explore and implement new ways of delivering services that contribute to the improvement of municipal processes in order to achieve municipal goals - Client Orientation and Customer Focus - Understands the service needs of a client/customer (internal or external) and actively focusses on anticipating, meeting and exceeding the needs in timely and appropriate manner - Action Orientation - The display of high work ethic in setting and achieving challenging goals, meeting deadlines and keeping promises. It manifests itself in one's ability to stay focused on task, to be energetic, persistent and reliable – Resilience - The ability to respond constructively to pressure/stress situations and the ability to persist with goals despite obstacles and setbacks - Change Readiness - The ability to innovate and challenge the status quo and the ability to cope with change driven by others - Cognitive ability - The ability to gather information, analyse issues and deal with complexity and ambiguity. Shows long-term thinking. Follows through in a logic manner, aware of consequences and implications. Is able to see the 'Bigger Picture' - Learning Orientation - The willingness and motivation to learn, acquire knowledge, develop insight and focus on continuous self-improvement - Impact and Influence - The ability to inspire a positive attitude in others and be able to influence others effectively - Team Orientation - The capacity to promote a cooperative climate, understand group dynamics and apply appropriate facilitation techniques in working with others to achieve a shared goal - Direction Setting - The ability to create a clear sense of common purpose and vision for others with a view to obtaining buy-in and commitment to the goals - Coaching and Mentoring - The ability to assess skills, performance, and potential of subordinates and to encourage their development with the views of optimising their talent

Place of work:

Langeberg area

Status:

Permanent appointment

Remuneration:

R 164 100 – R 213 048 (T6) per annum as well as normal benefits as applicable to a Local Authority

Enquiries regarding post:

Contact Mrs VD Arendse, Superintendent: E-Natis, at 023 615 8900

General Assistant: Cleaner (Ref nr 04/2025)

Qualifications/ Experience:	Basic literacy, 0-1 years experience
Key Performance Areas:	Execute a cleaning service by cleaning offices, toilets and conference rooms
Competencies:	Core Professional - Managing Work - General labouring activities. Coordinating work with the work schedules of others, i.e. contractors etc - Work Place Safety - Safety around the workplace / workspace. Ensures work area and work space is clean - Task Accountability - The ability to understand and follow basic instructions and be held accountable for task accomplishment - Quality Orientation - Tools and equipment storage and care. Ensures that tools are secured, stored and used according to specifications - Oral communication - Interact with co-workers to coordinate work. Interact with supervisors to receive work assignments - Service Delivery Orientation: The ability to explore and implement new ways of delivering services that contribute to the improvement of municipal processes in order to achieve municipal goals - Interpersonal relationships - The ability to establish and maintain productive relationships with people within the municipality - Communication: The capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication of others - Action Orientation - The ability to stay focused on a task, to be energetic, persistent and reliable – Resilience - The ability to persist with actions / work deliverables despite obstacles - Accountability and Ethical Conduct - Ability to display standards of ethical and moral conduct to promote trust and to adhere to codes of good practice - Learning Orientation: The willingness and motivation to learn, acquire knowledge, develop insight and focus on continuous self-improvement - Impact and Influence - The ability to inspire a positive attitude in others and be able to influence others effectively - Team Orientation: The capacity to promote a cooperative climate in working with others to achieve a shared goal
Place of work:	Robertson
Status:	Permanent appointment
Remuneration:	R 124 152 – R 146 592 (T3) per annum as well as normal benefits as applicable to a Local Authority
Enquiries regarding post:	Contact Mr GM Moelich, Snr Manager: Administrative Support, at 023 615 8019

DIRECTORATE COMMUNITY SERVICES

Superintendent: Sport Facilities (Ref nr 05/2025)

Qualifications/ Experience:	Grade 12 or a relevant post matric qualification, Computer literacy: MS Office, 2-5 years appropriate experience; Code B driving licence
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 sport fields & swimming pools
Competencies:	Core Professional - Managing Work - Effectively manages own time and available resources and tools to ensure that work is completed efficiently and on time - Planning and organizing - The ability to plan activities within specific timeframes and to execute these activities according to plan - Facility specific skills - Shows a satisfactory level of technical skill, knowledge, experience and education relevant to

particular community facility - Workplace safety - The ability to identify and correct conditions that affect employee safety - Interpersonal Relationships - The ability to establish and maintain productive relationships with people within and outside of the Municipality – Communication - The capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication of others - Service Delivery Orientation - The ability to explore and implement new ways of delivering services that contribute to the improvement of municipal processes in order to achieve municipal goals - Action Orientation - The display of high work ethic in setting and achieving challenging goals, meeting deadlines and keeping promises. It manifests itself in one's ability to stay focused on task, to be energetic, persistent and reliable – Resilience - The ability to respond constructively to pressure / stress situations and the ability to persist with goals despite obstacles and setbacks - Change Readiness - The ability to innovate and challenge the status quo and the ability to cope with change driven by others - Learning Orientation - The willingness and motivation to learn, acquire knowledge, develop insight and focus on continuous self-improvement - Problem Solving - The ability to gather information, analyse issues and deal with complexity and ambiguity. Shows long-term thinking, follows through in a logical manner, aware of consequences and implications. Is able to see the 'Bigger Picture' - Accountability and Ethical Conduct - Ability to display and build the highest standards of ethical and moral conduct in order to promote confidence and trust in the public service and to adhere to codes of good corporate governance - Direction Setting - The ability to create a clear sense of common purpose and vision for others and the ability to motivate and inspire others to voluntarily give of their best in working towards a common vision or goal - Impact and Influence - The ability to inspire a positive attitude in others and be able to influence others effectively - Coaching and Mentoring - The ability to assess skills, performance, and potential of subordinates and to encourage their development with the view of optimising their talent and potential - Team Orientation - The capacity to promote a cooperative climate, understand group dynamics and apply appropriate facilitation techniques in working with others to achieve a shared goal.

Place of work: Robertson
 Status: Permanent appointment
 Remuneration: R 283 188 – R 367 548 (T10) per annum as well as normal benefits as applicable to a Local Authority
Enquiries regarding post: Contact Mrs LJH April, Manager: Community Facilities, at 023 626 8259

Snr Supervisor: Sport Facilities (Ref nr 06/2025)

Qualifications/ Experience: Grade 12 or equivalent technical qualification, 1-2 years applicable experience; Code B driving license
 Key Performance Areas: Liaise with sport codes and clubs for the optimum use of sport facilities; Responsible for the utilization and maintenance of sport facilities; Perform administrative tasks related to sport facilities; Determine long term needs and to prioritize identified needs in line with approved budget; Ensure the enforcement and compliance to the sport policy
 Competencies: Core Professional - Problem Solving - The ability to gather information, analyse issues and deal with complexity and ambiguity.

Shows long-term thinking, follows through in a logical manner, aware of consequences and implications. Is able to see the 'Bigger Picture'

- Planning and Organising - The ability to plan and organise the work unit using goal setting, objectives, targets, creating work schedules and work plans with associated resources and budgets, according to the municipality's procedures to achieve the tasks, functions, results of the work unit
- Organisational Awareness - Drives equitable service delivery taking into account how political and service issues, program, policies and decisions impact public interest / concerns
- Discipline Specific Skills - Having achieved a satisfactory level of technical and professional skill or knowledge in position related areas; keeping up with current developments and trends in areas of expertise
- People Management - Manages and encourages people, optimises their outputs and effectively manages relationships in order to achieve municipal goals
- Task Management - Plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes
- Work Place Safety - The ability to assess the needs of employees and linking that to the municipality's policies on health, safety and wellness
- Budgeting - Maximises the municipalities' business sense and displays a sound business understanding in applying the most effective management practices to achieve municipality and department financing goals and objectives
- Interpersonal Relationships - The ability to establish and maintain productive relationships with people within and outside of the Municipality
- Communication - The capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication of others
- Service Delivery Orientation - The ability to explore and implement new ways of delivering services that contribute to the improvement of municipal processes in order to achieve municipal goals
- Action and outcome
- Orientation - The display of high work ethic in setting and achieving challenging goals, meeting deadlines and keeping promises. It manifests itself in one's ability to stay focused on tasks, to be energetic, persistent and reliable
- Resilience - The ability to respond constructively to pressure / stress situations and the ability to persist with goals despite obstacles and setbacks
- Ethics and Accountability - The ability to innovate and challenge the status quo and the ability to cope with change driven by others
- Direction Setting - The ability to motivate and inspire others to voluntarily give off their best in working towards a common vision or goal
- Impact and Influence - The ability to inspire a positive attitude in others and be able to influence others effectively
- Coaching and Mentoring - The ability to assess skills, performance, and potential of subordinates and to encourage their development with the view of optimising their talent and potential
- Team Orientation - The capacity to promote a cooperative climate, understand group dynamics and apply appropriate facilitation techniques in working with others to achieve a shared goal.

Place of work:

Robertson

Status:

Permanent appointment

Remuneration:

R 223 416 – R 289 992 (T8) per annum as well as normal benefits as applicable to a Local Authority

Enquiries regarding post:

Contact Mrs LJH April, Manager: Community Facilities, at 023 626 8259

OFFICE OF THE MUNICIPAL MANAGER

Assistant Internal Auditor (Ref nr 07/2025)

Qualifications/ Experience:	A relevant 3-year qualification with preference in auditing or internal audit as a major; Computer literacy – MS Office; Code B driving licence; 0-2 years applicable experience
Key Performance Areas:	Audit of financial reporting in terms of MFMA, MSA and applicable regulations; Audit Performance Management System; Provide secretarial support to Audit and Performance Committee; Audit compliance to laws and regulations applicable to Local Government; Preparation of reports to Council and Municipal Manager on Audit and Performance Committee matters; Act as the Corporate Risk management Co-ordinator; Provide administrative support to the Fraud and Risk Management Committee; Compile and maintain an organizational Risk Register; Administer the Compliance Management System; Conduct regular audits for compliance with Local Government Legislation
Competencies:	Core Professional – Written Communication - The ability to communicate complex information in understandable documents for specific audiences; Oral Communication – The ability to articulate complex concepts in an understandable, convincing manner; Research and Analysis – Ability to break an audit problem into component parts, identify key issues, locate authority in the form of statute / policy and compile audit reports to support a position; Advocacy / Negotiation – The ability to develop and present Internal Audit interests in appropriate forums, presenting and negotiating the best possible outcomes; Ethics and Professionalism – The ability to identify and deal with ethical issues and conflicts of interest; Organisational Awareness – The ability to understand the municipality's objectives, and the impact of decisions on the public and the functioning of the various directorates; Functional – Internal Auditing – Ability to evaluate the effectiveness of risk management, governance and internal control processes; Engagement Management – Ability to plan, co-ordinate and control the tasks of self and others to deliver on engagements to the required specification and within budget and schedule; Information Management – The gathering and analysis of data and the management thereof utilising various techniques to best explain the results of the audit process; Public Service Orientation – Interpersonal Relationships – The ability to establish and maintain productive relationships with people within and outside of the municipality; Communication – The capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication of others; Service Delivery Orientation – The ability to explore and implement new ways of delivering services that contribute to the improvement of municipal processes in order to achieve municipal goals; Customer Orientation and Customer Focus – Understands the service needs of a client / customer (internal or external) and actively focuses on anticipating, meeting and exceeding the needs in a timely and appropriate manner; Personal – Action and Outcome Orientation – The display of high work ethic in setting and achieving challenging goals, meeting deadlines and keeping promises. It manifests itself in one's ability to stay focused on task, to be energetic, persistent and reliable; Resilience – The ability to respond constructively to pressure / stress situations and the ability to persist goals despite obstacles and

setbacks; Change Readiness – The ability to innovate and challenge the status quo and the ability to cope with change driven by others; Cognitive Ability – The ability to gather information, analyse issues and deal with complexity and ambiguity. Shows long-term thinking, follows through in a logical manner, aware of consequences and implications. Is able to see the 'Bigger Picture'; Learning Orientation – The willingness and motivation to learn, acquire knowledge, develop insight and focus on continuous self-improvement; Management / Leadership – Impact and Influence – The ability to inspire a positive attitude in others and be able to influence others effectively; Team Orientation – The ability to inspire a positive attitude in others and be able to influence others effectively; Coaching and Mentoring – The ability to assess skills, performance, and potential of subordinates and to encourage their development with the view of optimising their talent and potential; Strategic Capability / Leadership or Direction Setting – Determines and articulates the vision, sets the direction for the organisation and / or unit and inspires others to deliver on the organisational mandate

Place of work:

Ashton

Status:

Permanent appointment

Remuneration:

R 251 520 – R 326 484 (T9) per annum as well as normal benefits as applicable to a Local Authority

Enquiries regarding post:

Contact Mr DD Engelbrecht, Acting Chief Audit Executive, at 023 615 8056

DIRECTORATE ENGINEERING SERVICES

Superintendent: Works (Ref nr 08/2025)

Qualifications/ Experience:

Grade 12 or equivalent technical qualification, 3-5 years applicable experience in the maintenance of streets, stormwater, water- and sewerage networks; Practice of water- and sewerage works and knowledge of civil construction works; Code B driving licence; Person must be able to do standby duties and working after hours; Good communication-; organizing-; planning-, and management skills; Computer literacy: MS Office.

Key Performance Areas:

Responsible for the management and supervision of personnel under your control; Responsible for the management and supervision of activities at the water and sewerage networks; Responsible for the management and supervision of activities at the roads and stormwater section; Undertake inspections and investigate complaints from the public; Responsible for administrative functions within the section

Competencies:

Core Professional - Managing Work - Effectively manages own time and available resources and tools to ensure that work is completed efficiently and on time - Planning and organizing - The ability to plan activities within specific timeframes and to execute these activities according to plan - Facility specific skills - Shows a satisfactory level of technical skill, knowledge, experience and education relevant to particular community facility - Workplace safety - The ability to identify and correct conditions that affect employee safety - Interpersonal Relationships - The ability to establish and maintain productive relationships with people within and outside of the Municipality – Communication - The capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication of others - Service Delivery Orientation - The ability to explore and implement new ways

of delivering services that contribute to the improvement of municipal processes in order to achieve municipal goals - Action Orientation - The display of high work ethic in setting and achieving challenging goals, meeting deadlines and keeping promises. It manifests itself in one's ability to stay focused on task, to be energetic, persistent and reliable – Resilience - The ability to respond constructively to pressure / stress situations and the ability to persist with goals despite obstacles and setbacks - Change Readiness - The ability to innovate and challenge the status quo and the ability to cope with change driven by others - Learning Orientation - The willingness and motivation to learn, acquire knowledge, develop insight and focus on continuous self-improvement - Problem Solving - The ability to gather information, analyse issues and deal with complexity and ambiguity. Shows long-term thinking, follows through in a logical manner, aware of consequences and implications. Is able to see the 'Bigger Picture' - Accountability and Ethical Conduct - Ability to display and build the highest standards of ethical and moral conduct in order to promote confidence and trust in the public service and to adhere to codes of good corporate governance - Direction Setting - The ability to create a clear sense of common purpose and vision for others and the ability to motivate and inspire others to voluntarily give of their best in working towards a common vision or goal - Impact and Influence - The ability to inspire a positive attitude in others and be able to influence others effectively - Coaching and Mentoring - The ability to assess skills, performance, and potential of subordinates and to encourage their development with the view of optimising their talent and potential - Team Orientation - The capacity to promote a cooperative climate, understand group dynamics and apply appropriate facilitation techniques in working with others to achieve a shared goal.

Place of work:	Robertson
Status:	Permanent appointment
Remuneration:	R 334 272 – R 433 920 (T11) per annum as well as normal benefits as applicable to a Local Authority
Enquiries regarding post:	Contact Mr CGH Posthumus, Snr Manager: Civil Engineering Services, at 023 615 8000

Supervisor: Roads & Stormwater (Ref nr 09/2025)

Qualifications/ Experience:	Grade 9 or equivalent technical qualification; 1-2 years applicable experience; Code C1 driving licence.
Key Performance Areas:	Responsible for maintenance of stormwater channels; Responsible for construction work and building work; Responsible for road maintenance; Responsible for maintenance of vehicle; Transport of personnel and goods; Supervision of personnel under your control; Execute administrative functions.
Competencies:	Understands potential impact of problems to own working environment; Deals with clearly defined problems that are task specific; Demonstrates logical problem solving approach and provides rationale proposed solutions; Determines root causes of problems and evaluates whether solutions address root causes; Involves the appropriate people, to resolve complex task related problems; Plan tasks on a daily basis according to a set schedule; Focuses on the short to medium tasks on a project basis; Identifies resource requirements for undertaking specific tasks; Understands how the business unit functions; Has basic understanding of the municipality, its priorities and goals; Aware of policies and

procedures and works in strict accordance within those parameters; Aware of issues impacting service delivery; Understands the principles and theory underpinning the specific profession; Has the ability to identify task specific problems and analyze all factors that influence the solution; Able to fully develop the preferred solution to the problem through a process of synthesis, with the application of all information acquired during the problem investigation; Able to execute or implement tasks or projects, ensuring the efficient utilization of people, materials, machines, equipment to achieve the end result within the set parameters; Appears supportive of initiatives and co-operates willingly in execution of tasks and duties; Organises the team and develops a work plan; Effectively allocates own time to complete work; Co-ordinates own and others' schedules to avoid conflicts; Able to use resources optimally; Take advantage of available resources to complete work efficiently; Able to prioritise tasks; Identifies more critical and less critical activities and tasks, adjust priorities when appropriate; Remains focused on task at hand; Check quality of work against pre-determined specifications; Ensures that established procedures for completing work tasks are followed; Initiates action to correct quality problems or notifies others of quality issues as appropriate; Displays knowledge of all related safety or security regulations; Is aware of co-workers safety in the workplace; Understands how to use and operate equipment; Demonstrates and / or explains safety equipment and / or procedures; Enforces safety and / or security procedures; Documents and / or monitor safety or security violations; Is aware of the working with dangerous materials; Understand basic operational requirements and is able to feed this into the budgeting process; Able to establish rapport and gets on with others; Communicates effectively; Acknowledge contributions of others; Demonstrate effective oral and written communication; Communicates effectively with colleagues and clients; Committed to excellence; Keeps commitments and promises in undertaking tasks and meeting deadlines; Shows enthusiasm to take on new projects; Is a self starter; Drive to meet deadlines and motivates others to do the same; Creates an action oriented culture that supports the work unit in achieving its goals; Accepts criticism about performance in stride, while maintaining work standards; Continues to attempt to improve despite setbacks or other constraints; Conducts self in accordance with organizational values; Takes responsibility for own actions; Admits own mistakes and weaknesses and seeks help from others where unable to deliver; Treat all employees with equal respect; Gives direction to teams in meeting objectives and deadlines; Defines roles and responsibilities for team members and clearly communicates expectations; Makes positive impact and comes across as confident and professional; Commands respect from peers and subordinates; Settles disputes as quickly and as effectively as possible; Shares knowledge and information with peers and subordinates; Communicates tasks and expectations and sets realistic standards; Anticipates mistakes and freely offers assistance without being overbearing; Understands subordinates limitations; Encourages on-the-job training and the acquisition of new skills; Shows initiative and confidence in dealing with others; Able to manage in a team working effectively as a team member; Shares information and collaborates easily with others; Creates strong morale / team spirit

Place of work:

Bonnievale

Status:

Permanent appointment

Remuneration: R 198 480 – R 257 556 (T7) per annum as well as normal benefits as applicable to a Local Authority

Enquiries regarding post: **Contact Mr CGH Posthumus, Snr Manager: Civil Engineering Services, at 023 615 8000**

Closing date: 7 February 2025 at 12:00. Applications (Application form, CV, qualifications, testimonial, ID and driver's licence) 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 and Human Resources Practitioner: Ms V Matthys at Tel: (023) 615 8033 during normal office hours. The application form can be obtained from the municipal website (www.langeberg.gov.za) and is at all administrative municipal offices available.

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 2025 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 Municipality have the right not to make an appointment. No late applications will be accepted. All successful candidates' appointments are subject to verification of qualifications and criminal records. Appointment will be subjected to the signing of a service contract and where applicable performance contract as well as disclosure of financial interest. You are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection process.

DP LUBBE
Municipal Manager
Municipal Offices
Private Bag X2
ASHTON 6715