

Knysna Municipality strives to maintain its position as a premier tourist destination in South Africa – a place where peace, prosperity and harmony prevail, ensuring an exceptional lifestyle for residents and visitors alike.



**KNYSNA**  
Municipality  
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uMasipala

Applications are hereby invited from suitably qualified individuals with the enthusiasm for the following career opportunity in our dynamic organisation.

## SECRETARY DIRECTOR: PLANNING AND DEVELOPMENT SERVICES

**Task Grade: 6**

**Basic Salary: R83 136 – R107 904**

**Key performance areas:** • effective coordination of activities relating to the office of the Director: Planning and Development Services • responsible for handling all public queries and all telephone calls for the Director: Planning and Development Services • responsible to manage the diary of the Director Planning and Development Services • correspondence administration, that includes: typing, copying and filing of the correspondence (letters, reports, faxes, emails) of the Director: Planning and Development services; screening of all incoming post, as well as timeous distribution to other departments/sections and keeping record of such referrals • efficient reception of guests for the Director: Planning and Development Services including making arrangements for the provision of refreshments and lunch arrangements when required • liaison with secretaries/PAs of Directors and other key role players (internal and external) • travelling arrangements, when required by the Director: Planning and Development Services • complete requisitions and arrange for payments to be made by the office of the Director: Planning and Development Services • any other duties, as required.

**Minimum qualifications and requirements:** • Grade 12 • an appropriate Secretarial Diploma or equivalent • computer literacy, specifically in MS Word and Excel • effective communication skills (oral and written) in at least two of the three official languages of the Western Cape • 4 years' relevant and customer orientated experience, of which 2 years' must be as secretary to a Senior Manager.

Applicable Municipal benefits will apply. Appointments will be made according to the Council's Employment Equity Plan, which ensures representation of designated groups in the Municipality.

### GENERAL INSTRUCTIONS:

#### **NB: PLEASE READ THE INSTRUCTIONS CAREFULLY BEFORE APPLYING:**

1. Applicants **must** submit an application form that must be duly completed with all the required information as requested on the form. The application form must be signed and dated by the applicant to ensure that the application is a legitimate application.
2. Application forms are obtainable from Reception at the main municipal offices in Clyde Street, Knysna and from the municipal website: [www.knysnamunicipality.co.za](http://www.knysnamunicipality.co.za)
3. Applicants must submit a covering letter and a detailed up-to-date CV with an exposition of their training, experience, competencies and previous employment record **as well as** the names and telephone numbers of three persons willing to act as referees.
4. Completed applications should be forwarded to the Human Resource Department, PO Box 21, Knysna 6570 or via fax: 044 302 6333 or email: [knysna@knysna.gov.za](mailto:knysna@knysna.gov.za)

**Closing date:** 15 February 2013

**Please note:** If you receive no notification regarding this advertisement within one month of the closing date, please assume that your application was unsuccessful.

**L. WARING  
MUNICIPAL MANAGER**

*The Municipality reserves the right not to make an appointment.*