

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



PRINCIPAL CLERK: HOUSING ADMINISTRATION
DIRECTORATE: PLANNING AND DEVELOPMENT SERVICES

TASK GRADE 7
R 100 992 – R 131 088

THE INCUMBENT WILL BE REQUIRED TO PERFORM THE FOLLOWING KEY PERFORMANCE AREAS:

- Information management – processing and collating, including assigning items on collaborator
- Assisting with public queries on housing related matters (process tracking)
- Liaison with Province with regards to claims and applications
- Administering the departmental database
- Handling of all departmental correspondence and maintaining record keeping systems
- Collate information for monthly reports and typing thereof
- Responsible for general office management including answering telephones, typing, filing and secretarial duties
- Coordination and assisting with logistical arrangements for departmental staff meetings, public meetings and any other meetings
- Taking minutes at departmental meetings
- Administering all requisitions for the department
- Responsible for controlling, purchasing and monitoring of stationery and cleaning materials
- Handling bookings of the boardroom
- Making of travel and accommodation arrangements for the Manager and other senior housing staff
- Managing the leave book of the department

MINIMUM QUALIFICATION & EXPERIENCE:

Grade 12

Certificate in Office Administration or Related Field Of Study

2 Year Related Experience in an Administrative Environment

Computer Literacy

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** complete 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 municipal website: 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 Fax Number: (044 3026333) or email: knysna@knysna.gov.za

CLOSING DATE: 28 JUNE 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.

