

KNYSNA MUNICIPALITY



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

CHIEF CLERK HOUSING Integrated Human Settlement Section DIRECTORATE: PLANNING & DEVELOPMENT

TASK GRADE 8
R147 216 to R191 064 (Basic Salary)
R247 063 to R304 009 (Total Cost to Council Package)

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

- Scrutiny and verification of subsidy forms, contracts, housing applications and substitutions
- Facilitate and liaising transfers with attorneys
- Liaise with land surveyors for pegging of erven
- Managing and control the informal settlement as well as implement strategies to prevent illegal settlement
- Compile reports for informal and formal housing
- Recording and establishing the nature and urgency of queries/complaints
- Managing and facilitation Housing Consumer Education Programme
- Coordinating emergency housing programme
- Managing and supervision of office staff and fieldworkers
- Render administrative and technical support to project team
- Attending to and channelling complaints
- Attending community meetings
- Responsible for ordering and handing out of material for emergency victims
- Preparation of monthly reports
- Taking minutes at staff meetings
- Oversee cleaning of offices and office terrain

MINIMUM QUALIFICATION & EXPERIENCE:

Grade 12
Valid Code B drivers licence
Computer literacy
Own vehicle
3 years relevant administrative experience in Human Settlements or Conveyancing secretarial environment

REQUIREMENTS AND COMPETENCIES NEEDED:

Excellent communication skills (written and verbal)
Ability to work independently
Exposure to Human Settlements Projects

Applicable Municipal benefits will apply.

All applications will be considered but in terms of its Employment Equity Plan the municipality would prefer to appoint an African, Coloured, Indian or White Female or Indian Male, if a suitable candidate in that category can be identified.

To apply all applicants **MUST** complete a Knysna Municipality application form and submit a detailed-up-to-date CV, covering letter with an exposition of training, experience, competencies and previous employment record and certified copies of qualifications.

Application forms are obtainable from reception at the main municipal offices in Clyde Street, Knysna and the municipal website: www.knysna.gov.za

Completed applications should be forwarded to the Human Resources Department, PO Box 21, Knysna, 6570 or Fax Number: 044- 302 6333 or email: knysna@knysna.gov.za

CLOSING DATE: 17 MARCH 2017

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

J B DOUGLAS

ACTING MUNICIPAL MANAGER

The Municipality reserves the right not to make an appointment.