

KNYSNA MUNICIPALITY



Applications are hereby invited from suitably qualified individuals for the following vacancy:

**GENERAL ASSISTANT (CLEANER)
DIRECTOR COMMUNITY SERVICES
DIRECTORATE COMMUNITY SERVICES**

Task Level 3
R67 224 to R79 320 (Basic Salary)
R136 318 to R152 072 (Total Cost to Council Package)

KEY PERFORMANCE AREAS

- Delivering outgoing mail to other departments
- Filing of documentation for Traffic, Law Enforcement and Social Services sections
- Assist with Telephone\Radio duties
- Purchasing of refreshments
- Preparing Tea\refreshments for Visitors\Meetings
- Management of cleaning materials
- Cleaning and vacuuming of offices

MINIMUM QUALIFICATIONS & EXPERIENCE

The ideal candidate should possess a Grade 10 Certificate.

Experience in general housekeeping

Experience in public relations

Knowledge and background of the functioning of a Municipality

Applicable Municipal benefits will apply.

All applications will be considered but in terms of its Employment Equity Plan the Municipality would prefer to appoint a Black Female if a suitable candidate in that category can be identified.

To apply 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 Municipal website: www.knysna.gov.za.

Completed applications should be forwarded to the Human Resource Department, P O Box 21, Knysna, 6570 or Fax Number (044) 3026333 or email: knysna@knysna.gov.za.

CLOSING DATE: 14 MARCH 2014

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.