

KNYSNA MUNICIPALITY



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

CHIEF CLERK ADMINISTRATION SECTION DIRECTORATE CORPORATE SERVICES

Task Level 10
R164 472 to R213 480 (Basic Salary)
R263 841 to R327 178 (Total Cost to Council Package)

KEY PERFORMANCE AREAS:

- Attend to correspondence directed to the office of the Manager: Administration
- Update the SDBIP and Compliance of Administration Section
- Responsible for administrative support in the compilation of the Administration Budget and monitoring thereof
- Update Collaborator
- Supervise Receptionist and Switchboard Operator
- Co-ordinate the completion of questionnaires from various stakeholders
- To provide day-to-day administrative and general Secretarial support to the Administration section
- Typing, filing, copying of documents and correspondence
- To type reports, Items, letters etc of Manager: Administration and where applicable place it on Agenda's
- Issuing of requisitions related to Corporate Services Directorate (Administration and Council General)
- Perform other general administrative duties for the Administration section
- Answering of calls and taking of messages for the Manager: Administration
- Other reasonable duties requested by the Manager: Administration

MINIMUM QUALIFICATIONS & EXPERIENCE

Grade 12 Certificate or Equivalent
Administrative and/or Secretarial Skills
Computer skills in MS Word and working knowledge of Excel
2 Years relevant administrative experience in Municipal environment

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, White Female or Indian or White Male 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: 26 NOVEMBER 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.