

KNYSNA MUNICIPALITY



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

**SENIOR CLERK (HUMAN RESOURCES)
HUMAN RESOURCES SECTION
DIRECTORATE CORPORATE SERVICES**

Task Level 6
R95 376 to R123 768 (Basic Salary)
R173 713 to R210 689 (Total Cost to Council Package)

KEY PERFORMANCE AREAS:

- Typing, filing and copying of HR documents and correspondence
- Preparing agendas and reports for HR Meetings and Committees
- Minutes taking at HR Meetings and Committees and distribution
- Administration of all incoming and outgoing correspondence (internal and external)
- Monthly HR Report preparation, compilation and distribution
- Attending to HR Meetings, including venues conveniences, equipment, refreshments
- Other general office duties fairly requested from management from time to time

MINIMUM QUALIFICATIONS & EXPERIENCE

Grade 12
Computer Literate
2 years relevant administrative experience
Good writing and reporting skills
Good interpersonal skills and be able to handle the public

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 and 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.