

Knysna Municipality strives to maintain its position as a premier tourist destination in South Africa – a place where peace, prosperity and harmony prevail, ensuring an exceptional lifestyle for residents and visitors alike.



KNYSNA
Municipality
Munisipaliteit
uMasipala

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

OFFICER: DATA MANAGEMENT DIRECTORATE: PLANNING AND DEVELOPMENT

Task Grade: 12

Basic annual salary: R214 656 – R278 616

The incumbent will be required to perform the following key performance areas:

- responsible for data collection, data analysis and reporting across the municipality
- develop and design various databases from which data can be extracted
- liaise with key stakeholders, internally and externally, to understand their information needs relating to data management and reporting
- undertake the necessary research according to research requirements, including the design of surveys and questionnaires
- responsible to correlate information for project reports
- prepare and provide all socio-economic profiles needed for reports
- responsible for writing of reports as instructed by Manager: Economic Development
- any other administrative duties as required.

Minimum qualification and requirements:

- a relevant tertiary qualification in Economics and/or Statistics
- 2-3 years' relevant work experience, it will be advantageous if the incumbent has experience in census/survey data collection
- a Code B driver's licence
- own vehicle
- excellent communication skills (oral and written) in at least two of the three official languages of the Western Cape province
- advanced computer skills.

Competencies needed:

- must have thorough understanding of economic environment within the area
- good research abilities
- analytical thinking
- ability to work under pressure
- ability to work independently
- project management skills
- good public relations.

Applicable municipal benefits will apply.

You will need to use your own private vehicle for official duties. This traveling will be financially reimbursed through participation in the Essential Car User Scheme.

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 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 from the municipal website: www.knysna.gov.za

Completed applications should be forwarded to the Human Resources Department, P.O. Box 21, Knysna, 6570 or via fax number: 044 302 6333 or email: knysna@knysna.gov.za

Closing date: 15 November 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.