

# **KNYSNA MUNICIPALITY**

Applications are hereby invited for suitable individuals with enthusiasm for the following opportunity:



**TEMPORARY LOGISTIC ASSISTANTS (3 per Ward)  
PUBLIC PARTICIPATION UNIT  
DIRECTORATE: CORPORATE SERVICES  
ONE YEAR ADHOC POSITIONS**

Remuneration will be calculated at the hourly rate approved by Council.

**KEY PERFORMANCE AREAS OF POST:**

- Distribution of pamphlets, documents, etc in the different Wards
- Loud hailing in the different Wards
- Translation at Public Meetings
- General Administration support to meetings and events
- Assist the public with filling in of questionnaires
- Driving
- Any other duty that might be reasonably assigned

**MINIMUM REQUIREMENTS:**

**Grade 12 (Matric) / NQF Level 4**

Proven prior experience in Effective communication skills (Oral and Written) in at least two of the three official languages spoken in the Western Cape

A valid Code B Drivers licence

Successful incumbents must be reliable and responsible.

**Application forms are obtainable from Reception at the Main Municipal building, Clyde Street, Knysna. Application forms must be clearly marked " TEMPORARY LOGISTIC ASSISTANT", must be returned to the Human Resource Department, P O Box 21, Knysna, 6570 or FAX Number: ( 044 302 6333) or email: [knysna@knysna.gov.za](mailto:knysna@knysna.gov.za)**

**CLOSING DATE: 14 FEBRUARY 2014**

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

**B R ELLMAN**

**ACTING MUNICIPAL MANAGER**

The Municipality reserves the right not to make an appointment.

