

KNYSNA MUNICIPALITY



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

NOTE

This is a short term position while the current incumbent will be on maternity leave – possible employment period is 5 months.

Knysna municipal employees may also apply for this temporary post to gain experience in a different field.

ADMINISTRATIVE ASSISTANT: ELECTRICAL DIRECTORATE: ELECTRO - TECHNICAL

Task Level T6

R116 184- R150 744 (Basic Salary)

R206 672 – R251 655 (Total Cost to Council Package)

Applicable Municipal benefits will apply.

KEY PERFORMANCE AREAS OF POST:

- Responsible for customer liaison and reception, including answering of the telephone, taking messages and returning calls
- Deal with the public complaints and requests, and arrange for electrical staff to attend to customers
- Responsible for general office administrative duties including typing, filing, copying, preparation of requisitions on Promun, use of Collaborator for documents, faxes, etc. for the Electrical Engineering department
- Process invoices for payment, control post book and handle vehicle licences, etc.
- Preparation of pre-paid meter monthly reports
- Process job cards for new and revised electrical connections
- Responsible for updating of electrical customer care databases by logging of queries
- Handling of internal radio communication
- Administration, monitoring and allocation of fuel disks
- Responsible for on-site OHS

MINIMUM QUALIFICATIONS AND REQUIREMENTS

Grade 12

Computer skills required

Computer Literacy (MS Word, Excel, PowerPoint, Outlook)

3 – 5 years' experience with a strong administrative background

Knowledge of OHS Act

Valid driver licence

Ability to deal with the public in a dignified, respectful and calm manner

Excellent and effective communication skills (be able to express oneself both orally and in writing) in English and Afrikaans

All applications will be considered, but in terms of its Employment Equity Target the Municipality would prefer to appoint an Indian female or an Indian Male if a suitable candidate in that category can be identified.

DIRECTION TO CANDIDATES:

All applicants **MUST** complete a Knysna Municipality application form. Applications must be accompanied by a comprehensive CV with certified copies of qualifications (**not older than 3 months**), copies of training, experience, competency and previous employment record. Canvassing for appointment is strictly prohibited and any confirming thereof will disqualify the candidate.

Application forms are obtainable from Reception at the Main Municipal Offices in Clyde Street, Knysna and the 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.

Please note: Correspondence will **ONLY** be entered into with shortlisted candidates.

CLOSING DATE: 25 MAY 2018

K CHETTY

MUNICIPAL MANAGER

The Municipality reserves the right not to make an appointment.