

KNYSNA MUNICIPALITY



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

SENIOR CLERK: HOUSING x2 INTEGRATED HUMAN SETTLEMENTS DIRECTORATE: PLANNING & DEVELOPMENT

**Task Level 6
R116 184 to R150 744 (Basic Salary)
R196 526 to R238 484 (Total Cost to Council)
Applicable Municipal benefits apply**

THE INCUMBENT WILL BE REQUIRED TO PERFORM THE FOLLOWING KEY PERFORMANCE AREAS

- Identify plots and pegs to beneficiaries in housing projects
- Facilitate the solving of problems relating to ownership of plots
- Manage relocation of beneficiaries to plots
- Responsible for the verification of erf numbers of the development plan against the General Plan
- Completion and tracking of outstanding subsidy forms
- Capturing of waiting list forms on database
- Filing of all documentation
- Distribution of internal documentation i.e. signed contracts, delivery of notices
- Distributing emergency housing material to qualified beneficiaries
- Responding to complaints of beneficiaries
- Submit monthly report detailing materials issued and complaints attended to
- Monitoring and reporting of illegal occupation of Council's land

MINIMUM QUALIFICATION AND REQUIREMENTS:

Grade 12
Valid Code B drivers licence
Computer literacy
1 year's relevant experience
Excellent communication skills (written and verbal)
Ability to work independently

All applications will be considered but in terms of its Employment Equity Plan the municipality would prefer to appoint an African, Coloured, Indian or White female or 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: vacancies@knysna.gov.za.

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

CLOSING DATE: 28 AUGUST 2018

JB DOUGLAS

ACTING MUNICIPAL MANAGER

The Municipality reserves the right not to make an appointment.