

# **KNYSNA MUNICIPALITY**



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

**Administrative Officer: Title Deed Restoration Project  
Integrated Human Settlements  
DIRECTORATE: CORPORATE SERVICES**

**TASK GRADE: T10  
12 month Fixed Term Contract  
Task Level 10: R200 304 (Basic salary)  
Total Remuneration Package: R 200 304.00**

**KEY PERFORMANCE AREAS:**

- Verification of Housing Beneficiaries
- Contact Housing Beneficiaries with purpose of completing agreements of sale and other documents related to transfer of property to housing beneficiaries
- Prepare all documents required to give instructions to conveyancers to proceed with transfer of property
- To keep and maintain records of all completed sale agreements submitted to the Legal Services Department
- To keep and maintain a record of all transfer instruction given to conveyancers
- To keep and maintain an updated record of progress on all transfers
- To liaise with Integrated Human Settlements department on all matters relating to the Title Deed Restoration Project
- General Administrative duties to assist the Manager: Legal Services with the Title Deed Restoration Project

**MINIMUM QUALIFICATIONS AND REQUIREMENTS:**

National Diploma or Certificate in Office Administration or Paralegal Studies in Conveyancing

At least 2 years' practical experience in Municipal Integrated Human Settlements, administrative or legal environment with main focus on conveyancing

Effective communication skills (oral and written) in at least two of the three Western Cape official languages

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

**Additional Requirements:**

Proven knowledge of conveying practise and procedures will be an added advantage

All applications will be considered, but in terms of its Employment Equity Target the Municipality would prefer to appoint an African, Coloured, Indian or White 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](http://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](mailto:knysna@knysna.gov.za).

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

**CLOSING DATE: 21 May 2018**

**K CHETTY**

**MUNICIPAL MANAGER**

*The Municipality reserves the right not to make an appointment.*