

## KNYSNA MUNICIPALITY

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



### ADMINISTRATIVE ASSISTANT \ SECRETARY DIRECTORATE COMMUNITY SERVICES

#### TASK LEVEL 6

R102 072 to R132 432 (Basic Salary)

R184 833 to R224 373 (Total Cost to Council Salary)

#### KEY PERFORMANCE AREAS OF POST:

- Provide general administrative support for the department
- Draft documents, compile reports and maintain departmental databases and filing system
- Perform procurement related activities
- Address public queries and maintain a customer service reporting system
- Handle telephone, radio, messaging and counter service
- Make logistical arrangements for the holding of meetings
- Arrange emptying of conservancy tanks and waste removals
- Coordinate leave applications for the department
- Administer tasks on collaborator and ignite
- Co-ordinate customer care service for the department
- Other reasonable administrative duties requested from time to time

#### MINIMUM REQUIREMENTS:

Grade 12

Excellent Computer skills in MS Word and Excel

3 – 5 years' experience with a strong administrative background

Applicable Municipal benefits will apply.

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

To apply 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 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).

**CLOSING DATE: 24 MARCH 2016**

**Please note:** If you receive no notification regarding this advertisement within one month of the closing date, please assume that your application was unsuccessful.

**G S EASTON**

**MUNICIPAL MANAGER**

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