

KNYSNA MUNICIPALITY



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

SENIOR CLERK (ASSETS & INSURANCE) Budget Office Section

**TASK GRADE: T6
R116 184 to R 182 208 (Basic Salary)
Applicable Municipal benefits will apply**

**CONTRACT POSITION (Possibly 4 years in duration)
Linked to the duration of office of the Full Time Shop Steward**

KEY PERFORMANCE AREAS:

- Assist with asset stocktaking duties;
- Support internal control procedures by maintaining and monitoring the balances in the General Ledger;
- Provide accounting and administrative support during the drafting of the financial statements;
- Collect and compile information required in the compilation of reports and returns;
- Assist with reporting of assets in terms of GRAP;
- Perform administration of assets and inventory registers to comply with GRAP and support Council's asset management policy;
- Assist with the preparation for the Annual Auction;
- Support Council's risk management policy by performing clerical duties for insurance and risk management;
- Perform administrative and other office duties to ensure the smooth running of the section.

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

Grade 12

At least 1 year experience in a municipal environment

Computer literate (MS Word, Excel, Adobe Read, Groupwise, Collaborator, GIS, Acrobat)

Driver's license Code EB

Competency in Municipal Minimum Competency will be an added advantage

Attention to detail and the ability to work accurately and quickly with figures

Good communication skills

Ability to work independently and interpret and apply oral/written instructions

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. 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: 26 JULY 2017

K CHETTY

MUNICIPAL MANAGER

The Municipality reserves the right not to make an appointment.