

# **KNYSNA MUNICIPALITY**



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

## **SECRETARY DIRECTORATE CORPORATE SERVICES**

### **TASK GRADE 6**

**R108 216 to R140 400 (Basic Salary)**

**R196 301 to R238 191 (Total Cost to Council Package)**

### **THE INCUMBENTS WILL BE REQUIRED TO PERFORM THE FOLLOWING KEY PERFORMANCE AREAS FOR THE DIRECTOR CORPORATE SERVICES:**

- General administrative duties including taking of minutes, typing, drafting of memoranda, filing, faxing, copying and e-mailing
- Effective running of the office of the Director Corporate Services, including arrangements for meetings and logistics
- Answering of telephone, taking messages and returning calls
- Co-ordination of diary and appointments
- Efficient reception of guests including provision of beverages
- Perform travel arrangements
- Liaison with various levels of role-players (internal and external)
- Ordering of supplies, stationery and materials
- Updating SDBIP, Compliance and Collaborator Systems
- Other reasonable secretarial and administrative duties requested from time to time

### **MINIMUM QUALIFICATIONS AND REQUIREMENTS**

Grade 12

Secretarial Diploma or Equivalent (NQF5 or 6) will be advantageous

At least 3 years' relevant administrative experience

Good Verbal and written communication skills in at least two of the three Provincial languages

Advanced Computer Literacy

Valid Code B Drivers' License

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 or White female or an Indian Male, if a suitable candidate in that category can be identified.

To apply all 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 the municipal website: [www.knysna.gov.za](http://www.knysna.gov.za)

Completed applications should be forwarded to the Human Resources Department, PO Box 21, Knysna, 6570 or Fax Number: 044- 302 6333 or email: [knysna@knysna.gov.za](mailto:knysna@knysna.gov.za)

**CLOSING DATE: 18 NOVEMBER 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.

**B R ELLMAN**

**ACTING MUNICIPAL MANAGER**

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

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