

# **KNYSNA MUNICIPALITY**



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

**SENIOR CLERK: RECORDS  
PROPERTY & RECORDS MANAGEMENT  
DIRECTORATE: CORPORATE**

**TASK GRADE: T6**

**R 116 184 – R150 744 (Basic Salary)  
R196 526 to R238 484 (Cost to company package)  
Applicable Municipal benefits will apply**

**KEY PERFORMANCE AREAS:**

- Managing and keeping of all records: incoming and outgoing by receiving, sorting, capturing, distributing, filing and retrieval of all documentation in any form as well as any other duties considered to be part of an administrative and records office

**MINIMUM QUALIFICATIONS AND REQUIREMENTS:**

Grade 12

2 Years' clerical experience with at least one year in a similar environment

Computer Literacy

Sound oral and written communication skills in at least two official languages of Western Cape

Attention to detail and an ability to work accurately and quickly

Able to prioritise multiple tasks, work independently and objectively

Ability to interpret and apply oral/written instructions

The successful candidate must be physically fit and healthy and be able to lift heavy boxes on a continuous basis

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: 22 SEPTEMBER 2017**

**K CHETTY**

**MUNICIPAL MANAGER**

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