

# **KNYSNA MUNICIPALITY**



## **INTERNAL ADVERTISEMENT MUNICIPAL EMPLOYEES ONLY**

### **SENIOR CLERK Public Participation Section DIRECTORATE CORPORATE SERVICES**

TASK LEVEL 7

R123 336 to R160 080 per annum Basic Salary

Total cost to Council Package of R212 527 to R260 381 per annum

#### **KEY PERFORMANCE AREAS OF THE POST:**

- Support the co-ordination and facilitation of Public Participation programmes and initiatives including Ward Committees
- Support the mobilisation of communities to participate meaningfully in the IDP Budget process
- Provide administrative and logistical support to the Public Participation Unit initiatives including Ward Committees
- Distribution and delegation of all e-mails in an accurate and timely manner
- Scheduling and setting up of meetings, appointments and traveling
- Noting and drafting of meeting minutes as and when required
- Prepare and distribute various internal reports
- Ensure that all incoming calls and clients are handled in an efficient and courteous manner
- Prepare and update the SDBIP of the section
- Prepare and submit monthly section 80 reports
- Control the asset register of the section
- Any other duty that may be assigned by the Manager

#### **MINIMUM QUALIFICATIONS & EXPERIENCE**

Grade 12

High level of computer literacy

2 years relevant experience

Be acquainted with the municipal SCM processes

Good writing and reporting skills, innovation and own initiative

Good interpersonal skills and be able to handle the public

Valid drivers' licence will be an added advantage

Must be prepared to work after hours and during weekends

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 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.co.za](http://www.knysna.gov.co.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: 2 FEBRUARY 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.**