



**Knysna**

Municipality || Munisipaliteit || uMasipala

inclusive || innovative || inspired

## KNYSNA MUNICIPALITY

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

### EXECUTIVE SECRETARY (x4 Positions)

1 post in Directorate Community Services, 1 post in Directorate Corporate Services,  
1 post in Directorate Integrated Human Settlements, 1 post in Executive Secretary Directorate Planning and Development  
Task Level 9: R274 704 to R356 544 (Basic Salary)  
R441 008 to R546 832 (Total Cost to Council Package)  
(PERMANENT APPOINTMENT)  
Applicable Municipal benefits will apply.

### MINIMUM QUALIFICATIONS & REQUIREMENTS:

- Grade 12 Matric Certificate
- Executive Secretary Certificate or relevant Secretarial certificate
- 5 – 8 years' relevant administrative and secretarial experience with supervisory experience
- Computer Literacy MS Office
- Office management and administration skills
- Knowledge of local government related legislations and policies
- Proficient in at least two of the official languages of the Western Cape

### KEY PERFORMANCE AREAS:

- Administrative Duties
- Office Management
- Report Writing
- Handling of Supply Chain Management for office of Director
- Organising and Co-ordination
- Reporting
- Liaison with various internal and external departments

### COMPETENCIES

#### CORE PROFESSIONAL COMPETENCIES

Written and Oral Communication, Attention to Detail, Influencing, Ethics & Professionalism, Organizational Awareness, Problem Solving, Planning & Organising, Report writing skills.

*All applications will be considered, but in terms of its Employment Equity Target, the Municipality would prefer to appoint a White female. Should candidates in this category not be identified, Coloured females will also be considered.*

### PLEASE NOTE: (Failure to comply with the below will result in disqualification)

1. All applications **MUST be on a Knysna Municipal Application form** (<https://www.knysna.gov.za/wp-content/uploads/2022/09/Knysna-Municipality-New-Job-Application-Form.pdf>) **accompanied by a comprehensive CV with certified copies of qualifications (not older than 6 months), copy of ID document copies of training, experience, competency and previous employment record must accompany applications.**
2. Application forms are obtainable from the Municipal website: [www.knysna.gov.za](http://www.knysna.gov.za). Completed applications should be forwarded via email to: [vacanciescommunity@knysna.gov.za](mailto:vacanciescommunity@knysna.gov.za). **Please indicate which position you are applying for and in the case of applying for more than one post, please indicate so on your application form.**
3. It would be expected of candidates to be subjected to thorough evaluations and that previous and current employers and references will be contacted. Verification will be done on his/her qualifications, criminal and credit record. The candidate will be required to disclose all financial interests.
4. Correspondence will ONLY be entered into with shortlisted candidates. Should candidates not be contacted within three months after the closing date, they may accept their application as unsuccessful.
5. For enquiries, contact the Human Resources Office at 044 302 6418 or 044 302 6419 or on email address [lphillips@knysna.gov.za](mailto:lphillips@knysna.gov.za).

**Canvassing for appointment is strictly prohibited and any confirming thereof will disqualify the candidate.**

**CLOSING DATE: 14 MARCH 2026**

**DR RICHARD MARTIN**

**ACTING MUNICIPAL MANAGER**

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