



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:

**TEMPORARY FIXED TERM CONTRACT FOR 3 MONTHS
EXECUTIVE SECRETARY- OFFICE OF THE DIRECTOR COMMUNITY SERVICES
DIRECTORATE COMMUNITY SERVICES
Task Level 9: R274 704 to R356 544 (Basic Annual Salary)**

MINIMUM QUALIFICATIONS & REQUIREMENTS:

- National Certificate in Public Management (N6)
- At least 18 months relevant experience with 1-year relevant Local Government experience.
- Advanced Computer Literacy (MS Office Package)
- Experience on the Promun System (capturing of quotes and requisitions)
- Experience on the Collaborator System (uploading items for section 80)
- Proficient in at least to 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

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-From.pdf>) accompanied by a comprehensive CV with certified copies of qualifications (not older than 6 months), 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. Completed applications should be forwarded via email to: narendse@knysna.gov.za
3. For enquiries, contact the Human Resources Office at 044 302 6371.

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

CLOSING DATE: 11 MARCH 2026

DR RICHARD MARTIN

ACTING MUNICIPAL MANAGER

The Municipality reserves the right not to make an appointment.