

# CAREER / OPPORTUNITY



Garden Route District Municipality, the leading, enabling and inclusive district, characterised by equitable and sustainable development, high quality of life and equal opportunities for all.

**Garden Route District Municipality is fully committed to Employment Equity.**

**Preference will be given to suitably qualified Applicants who are members of the designated groups in line with the Employment Equity Plan and Targets of the Organisation.**

**Applications are invited for the following vacancy in the Corporate Service Department.**

## **SENIOR CLERK: REGISTRY AND ARCHIVES (GARDEN ROUTE DISTRICT MUNICIPALITY - GEORGE)**

**Salary:** R 156 105, 84 – R 202 633,56 per annum (T7)

### **Minimum requirements:**

- Certificate in Records Management
- Grade 12
- 1 year experience in registry/ administrative environment
- Valid Code 8 Drivers Licence
- Proficiency in MS Word, Excel, Power Point
- Language proficiency in at least two of the three official languages of the Western Cape (Afrikaans and/or English and/or IsiXhosa).

### **Duties:**

- Planning and Processing of incoming and outgoing paper and electronic correspondence.
- Administer of filing and safekeeping of files in accordance with Archival Legislation Provincial Archives Act (Act No 3 of 2005)
- Administer The Service Level Agreements and Contracts of the District Municipality
- Disposal of records to comply with the Archives Act, Act no 3 of 2005.
- Maintaining of all Strongroom/Storage Rooms
- Tenders Administration
- Procurement/Inventory Control
- Back scanning of all personnel documentation
- Provide assistance during the activation of the Joint Operating Centre in the event of a disaster.
- General Administration for the section.
- Providing relieving duties to the different sections
- Internal influence: interaction within the Municipality
- Perform any other related duties as instructed by supervisor
- Receive instructions directly from supervisor/manager.

### **Note (s):**

- Preference will be given to candidates residing in the Garden Route District Municipal area.
- Applicants should confirm their employment history by submitting the following supporting documentation:
- Qualifications (Degree/Diploma)
- Identity Document (SA);
- Any other applicable documentation required.
- Candidates must be willing to be subjected to practical/proficiency testing.
- Candidates must be willing to be subjected to a criminal record check.
- Your application will also be subjected to references from your previous or current employers.
- **No late, faxed or emailed applications will be accepted.**

**Probation period:** 6 months

### **Benefits:**

- Subsidised housing-, medical-, pension- and group insurance schemes.
- Optional membership of major medical expenses plan.
- Generous vacation and sick leave benefits, plus a bonus equivalent to one month's salary.
- Five day working week.
- Furniture removal cost is payable by Council, subject to certain conditions.

### **Application forms and further information:**

Please forward a completed application form with a comprehensive Curriculum Vitae, accompanied by an original certified copy of your Identity Document and relevant qualifications to: Garden Route District Municipality, Registration Section, 54 York Street or P.O. Box 12, George, 6530. The application forms are available at the offices of Garden Route District Municipality or visit our website at [www.gardenroute.gov.za](http://www.gardenroute.gov.za). For enquiries, contact Human Resources on 044 803 1389/ 1388/ 1413. Only shortlisted candidates will be contacted. Should candidates not be contacted within two months after the closing date, they may accept their application as unsuccessful.

**The Garden Route District Municipality reserves the right not to make or confirm an appointment on posts.**

**Closing date:** Thursday, 06 February before 16:30

**Notice no:** 5/2020

**MG STRATU  
MUNICIPAL MANAGER**



**Candidates with disabilities are encouraged to apply.**