

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.

SUPERVISOR: AUXILIARY SERVICES (GARDEN ROUTE DISTRICT MUNICIPALITY- GEORGE)

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

Minimum requirements:

- Grade 12 or equivalent
- Supervisor Certificate NQF Level 4
- 1 year relevant experience as a Supervisor
- Code B drivers licence
- Computer literacy (MS Office)
- Language proficiency in at least two of the three official languages of the Western Cape (Afrikaans and/or English and/or IsiXhosa).

Duties:

- Supervision of staff members, main building, to ensure effective management and utilisation of staff
- Supervise and in absence of messenger deliver a messenger service of the administrative office, main building, to ensure an efficient messenger service.
- Supervise terrain services at the York Street building to ensure general tidiness.
- In charge of franking machine to ensure its purpose and that it is not abused.
- Render support functions in order to ensure effective services.
- Deliver Council agendas to assist in the distribution of agendas and minutes.
- Responsible to provide input regarding tenders for the unit.

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. 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: 6/2020

**MG STRATU
MUNICIPAL MANAGER**



Candidates with disabilities are encouraged to apply.