

# 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.

Applications are invited for the following vacancy in the Community Services Department.

## ADMINISTRATIVE ASSISTANT:(BITOU) (GARDEN ROUTE DISTRICT MUNICIPALITY)

**Salary:** R 165 862.44 – R 215 298.12 per annum (T7)

### **Minimum requirements:**

- Grade 12
- At least 6 -12 months relevant experience.
- Computer Literacy (Office Application)
- Language proficiency in at least two of the three official languages of the Western Cape (Afrikaans and/or English and/or IsiXhosa)

### **Duties:**

- Provide effective administration support service to Plettenberg Bay Office for EHP's
- Provide certificate of acceptability forms to Formal and Informal Traders, Funerals Parlours, Hair Dressers barbershops etc. and explain the process.
- Issue sample numbers for EHP's for their bacteriological and chemical drinking water, river water, sea water, sewerage water and food sampling.
- Capture sample results as received from EHP's on the website of Department of Health.
- Arrange courier services for the transport of all samples.
- Coordinate appointments with Environmental Health Practitioners.
- Prepare agendas and minutes for specific meetings.
- Do monthly reports and forward to relevant personnel and B Municipalities
- Attend to switchboard & reception functions.

### **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 - Statement of results is not acceptable);*
- *Identity Document (SA);*
- *Confirmation of current / previous employment;*
- *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 medical fitness test and 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 (not older than 3 months), 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 or email to [info@gardenroute.gov.za](mailto:info@gardenroute.gov.za). 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.**

**Contact Person:** Ms Amanda Booysen on 044 803 1389/1388/1413

**Closing date:** Tuesday, 21 September 2021 before 16.30

**Notice no:** 81/2021

**MG STRATU  
MUNICIPAL MANAGER**



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