

# 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 Planning and Economic Development Department.**

**ADVERTISEMENT  
HUMAN SETTLEMENTS ADMINISTRATIVE OFFICER (2 YEAR FIXED TERM CONTRACT)  
(GEORGE)**

**Salary:** R 236 726.88 – R 307 270.20 per annum (T10)

**Minimum requirements:**

- Relevant tertiary qualification Diploma in Administration/ Office Management/ Public Administration/ Public Management/ General Management, NQF 6
- 1 – 2 years relevant experience
- Code B driver's license
- Computer Literacy
- Language proficiency in at least two of the official three languages of the Western Cape. (Afrikaans, isiXhosa and English)

**Duties:**

- Provide Administrative support to the integrated Human settlements unit
- Manage and maintain the human settlements needs database
- Act as intermediary between the developer/ client and the integrated Human settlements unit
- Act as intermediary between the Departments and the integrated Human settlements unit
- Compiling, updating, circulating, and maintaining of information pertaining to Human Settlements programs
- Operate the collaborator system
- Compiling and submission of reports to the relevant committees

**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/ certificates)*
- *Identity Document (RSA).*
- *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 or faxed applications will be accepted.***

**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.***

**Closing date:** Tuesday: 21 September 2021 before 16:30

**Notice no:** 78/2021

**MG STRATU  
MUNICIPAL MANAGER**



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