

# 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 Roads and Transport Planning Services Department.

## ADMINISTRATIVE OFFICER: ROADS AND TRANSPORT SERVICES (GEORGE) (GARDEN ROUTE DISTRICT MUNICIPALITY- GEORGE) (2 YEARS CONTRACT)

**Salary:** R 279 470,16 R 362 779,44 per annum (T11)

### **Minimum requirements:**

- Relevant Tertiary qualification (ND in Office Administration NQF 6)
- 2 - 5 years Office administration experience.
- Driver's License Code B
- Computer Literacy
- Language proficiency in at least two of the three official languages of the Western Cape (Afrikaans and/or English and/or IsiXhosa)

### **Duties:**

- Responsible for Departments Agendas, Minutes and Meetings to ensure satisfying support services.
- Responsible for Fleet Management System.
- Management of fencing Subsidy Budget in order to exercise efficient management
- Responsible for Project Management.
- Execution of Administrative duties in order to deliver efficient supporting services.
- Assist in handling Tenders.
- Administration of Auctions on request of the chief mechanical engineer Provincial Departments of Transport and Public Works

### **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

### **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. 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: Monday, 10 May 2021 before 16:30**  
**Notice no: 39/2021**

**MG STRATU**  
**MUNICIPAL MANAGER**



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