

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 Services Department.

REPROGRAPHER: AUXILIARY SERVICES(GEORGE) (GARDEN ROUTE DISTRICT MUNICIPALITY)

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

Minimum requirements:

- Grade 12 or NQF 4
- Registry Clerk Certificate
- 2 – 3 years' relevant Reprographic experience
- Code B driver's license
- Computer Literacy in Microsoft office package
- Language proficiency in at least two of the official three languages of the Western Cape. (Afrikaans, isiXhosa and English)

Duties:

- Provide service to apply pressure to meet deadlines
- Make general copies for respective Departments
- Prioritize work requests
- Program user codes on copier machine for indication of number of copies made per Department / Section for costing and statistics
- Make copies of Council, Portfolio and Sub Committee agendas and minutes
- Ensure that there is an approved budget
- Ensure the correct vote number is used
- Load requisition on collaborator for the payment of the rental and actual copies made

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.***

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. 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: Tuesday 21 September 2021 before 16:30

Notice no: 79/2021

**MG STRATU
MUNICIPAL MANAGER**



Candidates with disabilities are encouraged to apply.

