

# 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.**

## **ADMINISTRATIVE OFFICER: PROJECTS AND BULK INFRASTRUCTURE (GEORGE)**

**Salary:** R 341 484,60 – R 443 271,12 per annum (T12)

### **Minimum requirements:**

- Tertiary qualification in Project Management NQF 6.
- Relevant qualification in Business Management/ Administration will be an added advantage.
- 3 – 4 years relevant experience in Project Management, experience as Project Coordinator, Project Administrator, or similar role.
- A valid code B driver's licence
- 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 compilation of comprehensive action plans concerning resources, budgets and timeframes for projects.
- Provide administrative and coordination services to the Project Manager.
- Implement and maintain the project management system of the Garden Route District.
- Prepare Business Plans for Projects and Funding Applications
- Conduct research on bulk infrastructure and local economic development related activities that must align with National and Provincial development programmes.
- Perform stakeholder management.
- Coordinate forum meetings Chaired by the Project Manager.

### **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 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 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:** Thursday, 10 February 2022 before 16h30

**Notice no:** 9/2022



**MG STRATU  
MUNICIPAL MANAGER**

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