

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 X2
(TWO YEAR FIXED TERM CONTRACT)
(GEORGE)**

Salary: R 303 424,92 – R 393 875,04 per annum (T11) on Total Cost to Company Package

Minimum requirements:

- Relevant tertiary qualification Diploma in Administration/ Office Management/ Public Administration/ Public Management/ General Management, NQF 6
- 2 – 3 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

Competencies

- Teamwork
- Attention to detail
- Transparency
- Good Communication
- Appropriate atmosphere and office environment

Note (s):

- 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 emailed or faxed or posted applications will be accepted.**

Applying process and further information:

Please apply by completing your online profile on the eRecruitment Portal. The eRecruitment System is available on the Garden Route District Municipality website at www.gardenroute.gov.za/jobs/apply for job/Option1: E-recruitment website/ register or log on. Please upload or attach a copy of your Curriculum Vitae, certified copy of your Identity Document and relevant qualifications (Certified within the last 3 months).

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: Wednesday, 30 November 2022 before 16:30

Notice no: 109/2022

**MG STRATU
MUNICIPAL MANAGER**



Candidates with disabilities are encouraged to apply.