

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 Community Service Department.

SECRETARY: COMMUNITY SERVICES (GEORGE)

Salary: R 180 079,32 – R 233 752,32 per annum (T7)

Minimum requirements:

- Secretarial / Office Administration Diploma
- 1 year relevant secretarial/ Administrative experience.
- 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:

- Scheduling, confirming and updating the diary of the Manager Municipal Health & Environmental Services and alerting or indicating priority/ urgent meetings requiring attention.
- Provide information to the general public on Municipal Health & Environmental Services issues.
- Processing of collaborator data and progress reports with regards to requisitions for purchases and vacancies.
- Taking messages to the Manager Municipal Health & Environmental Services.
- Ensure that Council reports are loaded on collaborator system.
- Forwarding of reminders to individual members of the technical team regarding instructions as assigned by Technical Committee.
- Doing the logs, standby and overtime for the Manager: Municipal Health Environmental Services.
- Record keeping of all complaints and information's
- Update information required for monthly reports, leaves and sick leave forms.
- Coordinate Office activities and operations to secure efficiency and compliance to deadlines.
- Plan meeting and take detailed minutes.
- Administrative support to the executive Manager: Community Services when Personal Assistant is on leave.
- Provide Certificate of Acceptability forms to general public.
- Preparing reports submission.
- Ensure that all deadlines are submitted to relevant offices or departments.
- Attending to telephonic and visitors to the Region establishing nature of visits and directs requests to appropriate personnel.

Competencies

- Written Communication.
- Oral Communication.
- Attention to details.
- Influencing.
- Ethics and Professionalism.
- Organisational Awareness.
- Problem Solving.
- Planning and organising.

Note (s):

- *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 (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: Thursday, 16 February 2023 @ 16:30

Notice no. 05/2023



MG STRATU
MUNICIPAL MANAGER

Candidates with disabilities are encouraged to apply.