

CAREER OPPORTUNITY

Jou roete na vooruitgang • Indlela yakho eya empumelelweni • Your route to prosperity



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 Roads and Transport Services Department.

ADMINISTRATIVE ASSISTANT: ROADS (GEORGE X1)

Salary: R 189 804.00 – R 246 372.00 per annum (T7)

Minimum requirements:

- Gr 12
- Computer Literary
- 0-2 Years experience
- Language proficiency in two of the three official languages of the Western Cape (Afrikaans and or English and or Xhosa)

Duties:

- Effective and efficient performing of general administrative duties.
- Effective and efficient administration of all departmental meetings.
- Effective and efficient administration of projects meetings.
- Exercise efficient management of fencing subsidy administration.
- Effective and efficient administration regarding road closings.
- Administration of accidents and claims on all provincial roads (Public Liability Claims)
- Administration assistance and compilation of all tenders.
- Administration of auctions on request of the Chief Mechanical Engineer, Provincial Department of Transport of Transport and Public works
- Receiving telephone calls and putting it through to the Manager Construction, Maintenance and Mechanical section or relevant section heads.
- Loggings details of enquiries and / or messages in the absence of personnel and forwarding for attention upon availability.
- Liaise with head office over any enquiries from personnel at Roads Department.
- Logging details of enquiries and /or messages in the absence of personnel and forwarding for attention upon availability.
- Provide information to the public regarding Road services.

Competencies Requirements

•Written Communication •Oral Communication •Attention to detail •Influencing •Ethics and Professionalism •Organisational awareness •Problem Solving •Planning and Organising •Business Processes •Use of Technology •Data Processing & Analysis •Interpersonal Relationships •Communication •Service Delivery orientation •Client Orientation and customer focus •Action orientation •Resilience •Change readiness. •Cognitive ability •Learning Orientation •Impact and influence •Team Orientation •Direction Settings •Coaching and Teaching

- **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 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: Friday, 11 August 2023 before 13:30

Notice no: 72/2023

MG STRATU
MUNICIPAL MANAGER



Candidates with disabilities are encouraged to apply.

