

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 Community Services Department

OFFICE ASSISTANT (GARDEN ROUTE DISTRICT MUNICIPALITY: OUDTSHOORN)

Salary: R 133 656, 00– R 172 620,00 per annum (T5)

Minimum requirements:

- Grade 12
- Functional literacy
- 0-2 years relevant experience
- Language proficiency in two of the three official languages of the Western Cape (Afrikaans and/or English and/or IsiXhosa)

Duties:

- General conservation (Cleaning) of office building.
- Safety and Security of Building.
- Make tea and coffee
- Messenger tasks, prepare for meetings and visitors
- Assist with copying of documents on request and general office assistant services function.
- Assist with administrative functions such as, handling switch board when the Receptionist is on lunch or leave.

Competencies Requirements

- Read and write
- Use of Technology
- Interpersonal Relationships

Note (s):

- Applicants should confirm their employment history by submitting the following supporting documentation:
- Qualifications (Degree/Diploma - Statement of results is not acceptable);
- Identity Document (SA);
- Confirmation of current / previous employment;
- Any other applicable documentation required.
- Candidates must be willing to be subjected to a medical fitness test and 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: Friday, 22 September 2023 before 13:30

Notice no: 94/2023

**MG STRATU
MUNICIPAL MANAGER**



Candidates with disabilities are encouraged to apply