



HESSEQUA MUNICIPALITY

VACANCY

The Hessequa Municipality requires the service of a suitable person in the following vacancy:

Senior Clerk: Leave, Time and Attendance: Riversdale
(Ref: K029) T7 – R165 862.44 to R215 298.00 gross per annum

Requirements: Equivalent NQF 5 qualification • Code B driver's licence • Computer literate (Word, Excel, E-mail) • Good administrative and communication skills • Working knowledge of Payday and Collaborator • Must be able to communicate in two of the three official languages of the Western Cape • One year experience in a similar position will serve as recommendation.

Pligte: Coordinate Leave, as well as the Time and Attendance system • Capture leave on Payday • Monitor and maintain the Time and Attendance biometric system • Compile reports • Register employees on the Morpho Management System • Link employees to the correct shift rosters • Handle enquiries • Reconciliation of leave with the time and attendance system • Monitor leave forfeitures • Conduct leave audits.

The Hessequa Municipality is an equal opportunity employer and encourage persons with disabilities, as well as people from previous disadvantage groups to apply for vacancies.

Instructions to applicants:

A Municipal application form must be submitted electronically to applications@hessequa.gov.za. This is the only e-mail address that will accept applications. Applications submitted electronically cannot exceed 4MB. Application forms can also be hand delivered at any Hessequa Municipal Office or posted to Human Resources, PO Box 29, Riversdale, 6670. Only applicants who meet the minimum requirements as advertised will be considered. Application forms must be completed in full. a Curriculum Vitae can be attached. Certified copies of qualifications claimed must accompany the application. Enquiries must be addressed to the contact person listed in the advert. No applications received after the closing date will be considered. Shortlisted applicants will be required to undergo a practical assessment. Applicants who are not contacted by the Municipality within 30 days after the closing date must consider their application unsuccessful. The employer reserves the right not to make an appointment.

Closing date: 24 August 2020

Contact Person: Miss L Kleinhans at 028 713 7808