



HESSEQUA MUNICIPALITY

VACANCY

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

DIRECTORATE COMMUNITY SERVICES

Administrative Clerk: Riversdale (Ref: G065) T7 – R136 989.00 to R177 818.88 per annum.

Requirements: Grade 12 plus a relevant NQF5 qualification • Computer literate • One year experience in a similar position, will serve as a recommendation.

Duties: Procure stationary and office equipment • Hall bookings • Take minutes • Attend meetings and workshops • Obtain quotations • Keep record of appointments • Handle enquiries.

The Hessequa Municipality is an equal opportunity employer and encourage disabled, as well as people from the previous disadvantage groups to apply for vacancies. Candidates may be required to undergo a practical test.

A Municipal application form is compulsory and a CV may be attached. Only certificates / documents as per minimum requirements may be attached. (CV's and applications larger than 4MB cannot be accommodated via e-mail)

Completed applications must be forwarded to Hessequa Municipality, Human Resources, PO Box 29, Riversdale, 6670 or via e-mail to applications@hessequa.gov.za or fax 086 518 7229. Incomplete applications will lead to disqualification. Receipt of applications will not be acknowledged and no supporting documentation will be returned. For any enquiries contact me A. Groenewald at 028 713 7800.

Closing date: 6 July 2017

Applications received after the closing date will not be considered. Applicants whom are not notified by 31 October 2017, must accept that their applications were unsuccessful and that the application documents will be destroyed. Council reserves the right not to fill any vacancies.