

Waterberg District Municipality is an equal opportunity employer subscribing to the Employment Equity Act, and hereby invites applications from suitably qualified persons to fill the under-mentioned posts: Women and disabled persons are encouraged to apply.

CORPORATE SUPPORT AND SHARED SERVICES RECEPTIONIST/TELEPHONIST POST LEVEL 09

•Ref: PF - RECEPT/04/03/2019 | Salary: R229 116 per annum | Benefits: Normal municipal employee benefits

REQUIREMENTS: •Candidate must have Grade 12 •A Call Centre/Administration/Public Relations Certificate will serve as an advantage •A minimum of one year switchboard/call centre/office administration experience •Computer literacy (MS Word/Excel/PowerPoint) •Language proficiency in Sepedi, English and Afrikaans.

KNOWLEDGE AND SKILLS: •Excellent planning, coordinating and organisational skills •Telephone etiquette skills •Ability to pay attention to detail •Knowledge of methods, practices and techniques of modern call centre operations/management •Ability to work adequately, independently, cope with work load pressure and meet deadlines •Prepared to work shifts.

KEY PERFORMANCE AREAS: •Perform tasks associated with the provision of Receptionist/Telephonist Services •Attend to telephonic calls and visitors to the Municipality, establish the nature of visit and direct requests to appropriate personnel •Record details of enquiries and/or messages in the absence of personnel and forward for attention upon availability •Communicate routine information to the enquirer referring to the municipal calendar, directory and other sources of information detailing the facilities and functions of the Municipality •Announce through the intercom, general messages, meetings and close of business •Establish the whereabouts of required officials without telephone extension by their supervisors or for assistance in other offices •Follow-up on officials who are not in the office and give them urgent messages via their cellphones •Maintain and access records of all telephone calls made by officials and handle outgoing correspondence •Issuing of telephone pin codes for newly appointed officials •Confirm and update the telephone list of the institution and alert or circulate to all officials •Update telephone files, insert current and relevant information and seek approval on the destruction of old or outdated correspondence/documentation •Retrieve supporting documentation and records to facilitate and support query resolution •Register all outgoing letters and ensure that they are timely posted.

OFFICE OF THE MUNICIPAL MANAGER ADMINISTRATION ASSISTANT - IDP POST LEVEL 09

•Ref: PF - ADMIN/04/02/2019 | Salary: R229 116 per annum | Benefits: Normal municipal employee benefits

REQUIREMENTS: •Candidate must have Grade 12 •A Certificate in Secretarial/Administration/Public Relations will serve as an advantage •A minimum of one year experience in Office Administration/Public Relations •Computer literacy (MS Office Applications) •A valid driver's licence.

KNOWLEDGE AND SKILLS: •Good interpersonal relations •Strong office administration •Communication skills •Time management •Basic financial administration.

KEY PERFORMANCE AREAS: •Perform administrative requirements associated with the section •Render the section's record keeping and information processing •Assist with the consolidation, processing and presentation of functional information •Be involved in the day-to-day office management of the section •Co-ordinate the administrative dimension associated with the processing of the section's related queries and complaints •Co-ordinate the general office environment (including the control of the section's resources) •Organise and arrange meetings, conferences and workshops for the section (logistics support) •Responsible for making copies and distribution thereof •Liaise with internal and external stakeholders with regard to meetings, workshops, etc. •Render typing services to the section, data capture and update information on the system (IDP and PMS).

SOCIAL DEVELOPMENT AND COMMUNITY SERVICES ADMINISTRATION ASSISTANT - DISASTER CENTRE STATION: MODIMOLLE / POST LEVEL 09

•Ref: ADMINA/04/01/2019 | Salary: R229 116 per annum | Benefits: Normal municipal employee benefits

REQUIREMENTS: •Candidate must have Grade 12 •A Certificate in Secretarial/Administration/Public Relations will serve as an advantage •A minimum of one year experience in Office Administration/Public Relations •Computer literacy (MS Office Applications) •A valid driver's licence.

KNOWLEDGE AND SKILLS: •Good interpersonal relations •Strong office administration •Communication skills •Time management •Basic financial administration.

KEY PERFORMANCE AREAS: •Control the administrative requirements associated with the section •Assist with the consolidation, processing and presentation of functional information •Be involved in the day-to-day office management of the section •Co-ordinate the administrative dimension associated with the processing of section's related queries and complaints •Assist the general office environment (including the control of the section's resources) •Organise and arrange meetings, conferences and workshops for the section (logistics support) •Responsible for making copies and distribution thereof •Liaise with internal and external stakeholders with regard to meetings, workshops, etc. •Handle internal and external correspondences •Render typing services to the section, data capture and update information on the system •Co-ordinate and maintain a proper filing system for the section.

CLOSING DATE: 01 MARCH 2019 AT 15H00

All applications must be submitted on an official Waterberg District Municipality's application form that is downloadable on our website: www.waterberg.gov.za and also available at the Waterberg District Office's reception area and must be accompanied by a detailed CV, originally certified copies of qualifications, ID, driver's licence and a cover letter that indicates the position and reference number you are applying for and must be sent by post to: The Municipal Manager, Waterberg District Municipality, Private Bag X1018, Modimolle, 0510 or hand-delivered to Waterberg District Municipality, Harry Gwala Street, Registry Section, Room 27. Faxed or e-mailed applications and those without the relevant accompanying documents will not be considered.

Qualifications, employment background checks and security vetting will be done for all shortlisted candidates. Further enquiries may be directed to Ms R.P.T. Makibelo, tel. 014 718 3367 (during office hours).

Should you not be contacted within 90 days of the closing date, please accept that your application has been unsuccessful. The Waterberg District Municipality reserves the right not to fill the advertised posts.

M.M. MALULEKA - MUNICIPAL MANAGER



WATERBERG MUNICIPALITY