

CAREER OPPORTUNITIES



Garden Route District Municipality, the leading, enabling and inclusive district, characterised by equitable and sustainable development, high quality of life and equal opportunities for all.

**Garden Route District Municipality is fully committed to Employment Equity.
Applications are invited for the following vacancy in the Corporate Services Department.**

**RE-ADVERTISEMENT
DATA CAPTURER X2 (HUMAN RESOURCES)
(GARDEN ROUTE DISTRICT MUNICIPALITY- GEORGE)
(PERMANENT)**

Salary: R 121 240.56 – R 133 312.08 per annum (T6)

Minimum requirements:

- Grade 12 or equivalent qualification
- 2 years appropriate experience as data capturer / equivalent
- Excellent in Microsoft Office software
- Ability to work under pressure / meeting of deadlines
- Attention to detail
- Language proficiency in at least two of the three official languages of the Western Cape (Afrikaans and/or English and/or IsiXhosa)

Duties:

- Responsible for administrative duties in the Recruitment Office.
- Capturing of job applications/data.
- Compile database
- Validate data to ensure correctness, completeness and consistency
- Generate spreadsheets
- Processing of Collaborator data and progress report with regard to requisitions
- Recording / logging details of enquiries and/or messages in the absence of personnel and forwarding for attention upon availability
- All other related administrative duties

Note (s):

- Preference will be given to candidates residing in the Garden Route District Municipal area.
- 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 practical/proficiency testing.
- 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, faxed or emailed 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.

Notice no: 40/2019

**Garden Route District Municipality is fully committed to Employment Equity.
Applications are invited for the following vacancy in the Corporate Services Department.**

**TASK ADMINISTRATOR
(FIXED TERM CONTRACT UNTIL 31 MARCH 2021)
(GEORGE)**

Period: 5 days per week

Salary: R 185 810.04 – R 241 184.88 (T9) per annum.

Minimum qualification requirements:

- Relevant tertiary qualification in administration or equivalent (NQF 6).
- Three years' relevant experience in an administrative environment.
- Code B driver's license.
- Excellent Computer literacy in MS Office.
- Language ability in at least two of the three official languages of the Western Cape (Afrikaans and/or English and/or IsiXhosa).
- Excellent writing and verbal communication skills.

Duties will include:

- Coordinate the functioning of the Garden Route/Central Karoo District TASK Job Evaluation Unit;
- Act as secretariat during the Garden Route/Central Karoo District Job Evaluation sessions and

meetings;

- Compile detailed reports for internal and external role players;
- Assist with the compilation of the budget;
- Coordinate and manage assets of the unit;
- Assist with enquiries of Committee members
- All other administrative tasks concerning the functioning of the Unit.
- Record keeping and confidentiality of Task documents

Special Conditions:

- Accuracy and attention to detail.
- Candidate must be able to prioritize tasks and meet deadlines.
- Maintain a high level of confidentiality

Notice no: 41/2019

**Garden Route District Municipality is fully committed to Employment Equity.
Applications are invited for the following vacancy in the Financial Services Department.**

**POST TITLE: MUNICIPAL FINANCE MANAGEMENT INTERNSHIP PROGRAMME MFMP
(THROUGH THE MUNICIPAL FINANCE GRANT) (X2 POSITIONS) (36 MONTHS) (GARDEN ROUTE
DISTRICT MUNICIPALITY- GEORGE)**

Salary: R10 000 per month (All-inclusive and dependent on year of internship)

Period: Three year contract

Candidates from the district municipal region (preferable from previous disadvantaged communities), who have already obtained an appropriate three-year Bachelor's Degree or National Diploma tertiary qualification in the financial field, are invited to gain practical experience in Local Government Financial Management.

This reform project is an initiative of National Treasury and is aimed at capacitating and training young graduates, the candidates must be between the ages of 21 and 35 for a career in Local Government Finance.

To qualify for appointment, candidates must be in possession of a relevant tertiary qualification in a financial field, for example with majors in Accounting, Financial Management, Management Accounting, Risk Management and/or Auditing field as a final year major. Reasonable written and verbal communication skills, as well as computer literacy, are further requirements. Although not a prerequisite, any practical experience will be beneficial.

The successful applicants will primarily be trained in the key areas of the Finance Department and Internal Audit Section, to ensure that they develop the necessary skills.

Notice no: 42/2019

Note (s):

- Preference will be given to candidates residing in the Garden Route District Municipal area.
- 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 practical/proficiency testing.
- 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, faxed or emailed applications will be accepted.

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. 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. 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.

Contact Person: Ms Amanada Booyen on 044 803 1389/1388/1413

Closing date: Monday, 1 April 2019 before 16h30

**MG STRATU
MUNICIPAL MANAGER**



Candidates with disabilities are encouraged to apply