

# OVERBERG DISTRICT MUNICIPALITY



The **OVERBERG DISTRICT MUNICIPALITY** has the following vacancy in the Directorate: Community Services, Department: Environmental Management Services to be filled permanently as soon as possible.

## PRINCIPAL CLERK: ADMINISTRATION (1 X BREDASDORP)

**Requirements:** Grade 12 and a Certificate in Office administration or equivalent. 2 – 5 Years relevant experience. Computer Literacy: MS Office. Code B Drivers Licence. Applicant must be literate in at least two of the three official languages of the Western Cape.

**Other requirements:** Performs complex administrative functions which required specialized knowledge. Operates under limited supervision.

**Responsibilities/Duties:** The incumbent will be responsible for general administrative tasks and office administration for the Department. Responsible for setting up meetings, generating agendas and minutes, and the distribution of all relevant documentation. Responsible for travel and accommodation arrangements. Record keeping and filing of all Environmental, Waste Management, Coastal Management, and any other relevant documentation. Database management which includes data input and generating reports and pro-forma invoices.

*The competency level for this position is a level 2 as stipulated in Annexure A of the Municipal Staff Regulations Government Notice No. 890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies.*

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management/ Leadership Competencies
<ul style="list-style-type: none"> <li>• Written communication</li> <li>• Oral communication</li> <li>• Attention to detail</li> <li>• Influencing</li> <li>• Ethics and Professionalism</li> <li>• Organisational Awareness</li> <li>• Problem solving</li> <li>• Planning and organising</li> </ul>	<ul style="list-style-type: none"> <li>• Business Processes</li> <li>• Use of Technology</li> <li>• Data processing &amp; Analysis</li> </ul>	<ul style="list-style-type: none"> <li>• Interpersonal relationships</li> <li>• Communication</li> <li>• Service delivery orientation</li> <li>• Client orientation and Customer focus</li> </ul>	<ul style="list-style-type: none"> <li>• Action Orientation</li> <li>• Resilience</li> <li>• Change Readiness</li> <li>• Cognitive ability</li> <li>• Learning orientation</li> </ul>	<ul style="list-style-type: none"> <li>• Impact and influence</li> <li>• Team orientation</li> <li>• Direction setting</li> <li>• Coaching and mentoring</li> </ul>

**Job related enquiries:** Mr F Kotze at 028 425 1157

**Salary:** T-8 = R 202 752 – R 263 196 per annum plus the normal fringe benefits of a Local Authority.

**Closing date: 07 June 2023**

All applications must be submitted on the prescribed ODM application form, (found on [www.odm.org.za](http://www.odm.org.za)) together with a detailed CV, certified copies of original qualifications, ID document and driver's licence, the names of three references from current and previous employers including their current e-mail addresses. All documents are to be returned to the Department: Human Resources, 26 Long Street, Bredasdorp 7280, for attention Ms Anita August or emailed to [aaugust@odm.org.za](mailto:aaugust@odm.org.za). Incomplete and late applications and applications with no proof of requirements will not be processed or considered.

**Please note:**

1. Overberg District Municipality is committed to Equal Opportunity. Candidates from designated groups, including those with disabilities, are encouraged to apply.
2. It would be expected of candidates to be subjected to evaluations and that previous and current employers, as well as references, will be contacted. Verification will be done on qualifications, criminal and credit records.
3. Overberg District Municipality complies with the Protection of Personal Information Act (POPIA), Act 4 of 2013. Applicants agree that their personal information may be recorded and processed by the Municipality.
4. If no notification is received within 90 days, please regard your application as unsuccessful. The right not to make an appointment or to re-advertise is reserved by council.



<https://www.facebook.com/OverbergDM>



Disabled people are encouraged to apply