

# OVERBERG DISTRICT MUNICIPALITY



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

## **PRINCIPAL CLERK: ADMINISTRATION (1X CALEDON)**

### **Requirements:**

- Grade 12
- Certificate in Office Administration or equivalent
- Computer literacy
- Relevant one (1) year experience in office administration
- Valid code B driver's license
- Applicant must be literate in at least two of the three Official Languages of the Western Cape

### **Duties:**

- The incumbent is responsible to manage the administration of the office of the Area Manager: Municipal Health Services to ensure effective, accurate accountable and responsible service delivery.
- Responsible for preparation of meetings, distribution of all relevant documentation and arranging refreshments.
- Responsible for records and control of statistics with regards to the nine functions of Municipal Health Services.
- Responsible for compiling of Agendas and minutes.

**Remuneration: T-7 = R165 984 – R215 400 per annum plus the normal fringe benefits of a Local Authority.**

**Closing date: 09 July 2021**

**Application forms are available at all ODM offices and on the website ([www.odm.org.za](http://www.odm.org.za)). Completed application forms and/or CV are to be returned to the Department: Human Resources, Private Bag X22, Bredasdorp 7280. Certified copies of qualifications must be attached to applications. Incomplete and late applications and applications with no proof of requirements will not be processed. For any enquiries in this regard you can phone Mr. Bradley Davy on (028) 425 1157 or email: [bdavy@odm.org.za](mailto:bdavy@odm.org.za).**

Overberg District Municipality is an Equal Opportunity employer. Candidates from designated groups are encouraged to apply.

*If no notification is received within 90 days after the closing date, please regard your application as unsuccessful. The right not to make an appointment or to re-advertise is reserved. Canvassing will disqualify any candidate from being considered for appointment.*



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



Disabled people are encouraged to apply