



EXTERNAL VACANCY

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

PRINCIPAL CLERK: MUNICIPAL HEALTH (1 X HERMANUS)

Requirements: Grade 12. Two to Five (2-5) Years relevant experience required. Computer Literacy: MS Office. A Valid Code B driver's licence.

Other requirements: Ability to perform complex administration functions which require specialised knowledge. Operates under limited supervision. Applicant must be literate in at least two of the three official languages of the Western Cape.

Responsibilities/ Duties: The incumbent will be responsible for operating the ESRI System for Municipal Health & Air Quality Services. Compile & process Municipal Health & Air Quality Certificates and Permits. Process procurement of required goods and services using the Supply Chain Systems. Consolidate Portfolio of evidence for the Performance Management for the department. Provide specialized administrative duties, specific to administrative functions/ activities associated with the profession of Environmental Health Practitioners (EHP). Communicate and attend to enquiries from members of the public regarding Municipal Health & Air Quality Services. Compile operational plans pertaining to scheduled activities for officials in the department. Handle stocks required by EHP's officials operations. Prepare department sampling runs. Maintains and access records of discussions, instructions and correspondence. Provide receptionist/ telephonic duties, handling of complaints, enquiries, control of public access and general office and public communication.

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 Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management/ Leadership Competencies
<ul style="list-style-type: none"> Written Communication Oral Communication Attention to detail Ethics and Professionalism Organisational Awareness Planning and Organising 	<ul style="list-style-type: none"> Business Processes Use of Technology Data Processing & Analysis 	<ul style="list-style-type: none"> Interpersonal Relationships Communication Service Delivery Orientation Client Orientation and Customer Focus 	<ul style="list-style-type: none"> Action Orientation Resilience Change readiness Cognitive ability Learning orientation 	<ul style="list-style-type: none"> Impact and Influence Team orientation Direction setting Coaching and Mentoring

Job related enquiries: Ms M Mukoma at (028 425 1157)

Salary: T-7= R 189 816 – R 246 384 per annum plus the normal fringe benefits of a Local Authority.

Closing date: 12 July 2024

All applications must be submitted on the prescribed ODM application form, (found on 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 by hand to the Department: Human Resources, 26 Long Street, Bredasdorp 7280, for attention Ms Anita August or emailed to august@odm.org.za. Incomplete and late applications and applications with no proof of requirements will not be processed or considered.

Please note: Due to no Post Office in Bredasdorp, it is preferred that applications be delivered by hand or emailed.

Please note:

- Overberg District Municipality is committed to Equal Opportunity. Candidates from designated groups, including those with disabilities, are encouraged to apply.
- 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.
- 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.
- 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.
- The permanent appointment includes the signing of an employment contract, declaration of interest and performance agreement.
- The appointed employee will be appointed on a minimum probationary period of three months and a maximum probationary period of twelve months.