

OVERBERG DISTRICT MUNICIPALITY



The **Overberg District Municipality**, have the following vacancy in the Department LED, Tourism, Resorts and EPWP, to be filled as soon as possible.

SENIOR CLERK: RESORTS (1X UILENKRAALSMOND)

Requirements:

- Grade 12
- Valid code B driver's license
- Computer literate
- Basic Financial skills
- Sound communication skills
- Applicants must be literate in at least two of the three official languages of the Western Cape

Duties:

- To effectively run a front desk operation at the resort and to render a supportive service to the Resort Manager.

Remuneration: (T7 = R165 984 – R215 400 per annum) plus the normal fringe benefits of a Local Authority.

Closing date: 9 April 2021

Application forms are available at all ODM offices. Completed application forms and/or CV with certified copies of required documents, are to be returned to the Human Resources Section, Private Bag X22, Bredasdorp 7280. Applications with no proof of requirements will not be processed. For any inquiries in this regard you can phone Mrs. S. Mdewu on 028 4251157 or email: zfeni@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