

INTERNAL

(Only employees currently employed at the Overberg District Municipality may apply)

OVERBERG DISTRICT MUNICIPALITY



The **OVERBERG DISTRICT MUNICIPALITY** has the following vacancy in the Directorate: Corporate Services, Division Building Management and Support Services to be filled permanently as soon as possible.

SENIOR CLERK: SUPPORT SERVICES (1 X BREDASDORP)

Requirements: Grade 12; Two (2) to five (5) years relevant experience related to administrative and supervisory skills. Computer Literate: Microsoft Office. A Valid Code B Drivers' Licence. Applicants must be literate in at least two of the three official languages of the Western Cape.

Other requirements: Perform complex administrative functions. Operates under limited supervision.

Responsibilities/Duties: Responsible for all people management functions in the division. Identifies skills gap in the division and complete developmental plans with clear career paths and job enrichment opportunities of employees in the division. Knowledge of supply chain management processes. Able to obtain and process quotations on procurement system for approval by immediate supervisor. Co-ordinate, oversees and plan the maintenance of buildings. Responsible to ensure an effective cleaning service and purchase maintenance and cleaning equipment and products. Ensure stock control. Assist with the management of security services for the Municipality. Ensure efficient transport and pool fleet management services and ensure safekeeping of pool vehicles.

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">• Written communication• Oral communication• Attention to detail• Influencing• Ethics and Professionalism• Organisational awareness• Problem solving• 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 V Zeeman at 028 425 1157

Salary: T-6 = R 148 956 – R 193 368 per annum (Subject to Task Evaluation) plus the normal fringe benefits of a Local Authority.

Closing date: 19 April 2023

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 to the Department: Human Resources, 26 Long Street, Bredasdorp 7280, for attention Ms Anita August or emailed to 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