



Sarah Baartman
DISTRICT MUNICIPALITY
Province of the Eastern Cape
progress through development

Standard Bank Building
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VACANCY

SBDM is committed to employment practices that redress past imbalances in respect of race, gender, creed and disability and furthermore invites suitably qualified applicants to submit a detailed application for the following positions.

SARAH BAARTMAN DISTRICT MUNICIPALITY DRAWS THE ATTENTION OF ALL APPLICANTS TO ITS DECISION TO RELOCATE ITS HEAD OFFICES OUTSIDE THE NELSON MANDELA METRO MUNICIPALITY AND FURTHER CONFIRMS THAT THE RELOCATION PROCESS WILL TAKE PLACE IN FUTURE.

FINANCE AND CORPORATE SERVICES DIRECTORATE

ADMINISTRATION CLERK: JOB EVALUATION - TASK GRADE: TK 5 TWO YEAR CONTRACT (ALL INCLUSIVE SALARY: R147 276 - R178 237 PER ANNUM)

REQUIREMENTS: •A Grade 12 (Matric) certificate plus Secretarial diploma •Two (2) to Three (3) years' experience in a busy office environment •Excellent office administration and typing skills (60wpm) •A valid code B/EB driver's licence will be an advantage •Training in Job Evaluation will be an added advantage •Ability to handle multiple administrative assignments that includes typing, filing, communication with diverse stakeholders and service providers •Knowledge of computer programmes (MS Word, PowerPoint, Excel, Publisher and Outlook is essential) •High level skills in taking minutes, tracking resolutions and compilation of agenda •Ability to speak at least two (2) official languages spoken within the SBDM area of jurisdiction. **NOTE:** Shortlisted candidates will undergo an administrative competency test.

KEY RESPONSIBILITIES: •Type letters, correspondence, minutes and reports for the Job Evaluation Unit •Handles telephone and directs them to the supervisor and other relevant stake holders •Develop and maintain an efficient filing, processing of documents and ensure backups are created systematically •Assist in the ordering of job evaluation unit requirements, such as small equipment, stationery and cleaning material •Draft reports/items in respect of job evaluation matters for submission to the relevant Mayoral Committee •Assist in taking minutes for and during job evaluation process sub-Committee meetings.

CLOSING DATE: FRIDAY, 14 FEBRUARY 2020

Application forms are obtainable from the **CORPORATE SERVICES** section or contact extension 041 508 7001 or 041 508 7044 for further information. Applications containing a detailed Curriculum Vitae with certified copies of qualifications must be lodged to the **CORPORATE SERVICES** section in an envelope marked "CONFIDENTIAL" and stating the position applied for.

The following conditions are applicable:

- All applications or CV's received after the closing date will **NOT** be accepted
- Only SBDM application forms are acceptable and can be downloaded from the SBDM website

The Council reserves the right not to make an appointment. The District Municipality also does not notify applicants whose applications were unsuccessful except those invited for interviews. Applicants not contacted within six weeks of the closing date should accept that their applications were unsuccessful; however the District Municipality thanks them for showing interest.

**D.M. PILLAY, MUNICIPAL MANAGER - SARAH BAARTMAN DISTRICT MUNICIPALITY
P O BOX 318, PORT ELIZABETH, 6000
NOTICE NO. 09 OF 2020**