DRAKENSTEIN
MUNISIPALITEIT • MUNICIPALITY • UMASIPALA
Paarl | Wellington | Gouda | Saron | Simondium

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www.drakenstein.gov.za
records@drakenstein.gov.za
Civic Centre, Berg River Boulevard, Paarl 7646

PERSONNEL VACANCY

SPORTS LIAISON OFFICER
Ref no: C-PSC-SLO

DEPARTMENT: COMMUNITY SERVICES
Division: Parks, Sports and Cemeteries

Applications are herewith invited from suitable candidates for the above post at Drakenstein Municipality, an employer that promotes affirmative action.

SELECTION REQUIREMENTS FOR THE POST:
Grade 12

OTHER REQUIREMENTS/SKILLS
Code B Driver's License
Managerial and supervisory skills
Human relation, interpersonal and communication skills
Computer literacy (MS Word)
Ability to give attention to detail
Fluent in two of the official languages of the Western Cape

EXPERIENCE:
5 years relevant experience

SALARY SCALE:

TASK LEVEL 10 – Basic salary per annum is R209 922.30 – R272 501.49

Note: Proof of Qualifications are required for assessment. (Copies must be certified)

The requirements of the Employment Equity Act will be considered for this position, but will not be the only criteria applied.

A service bonus equal to one month's salary is payable and normal fringe benefits related to Local Authorities including a housing allowance for home owners and is subject to certain conditions.

Note: Canvassing with Councillors or any members of the Appointments Committee is not permitted and will automatically disqualify applicants.

Placement of candidates for work can be done in any area of Drakenstein. This area covers Simondium, Paarl, Wellington, Gouda, Hermon and Saron.

Your application can be submitted via email to: communityjobs@drakenstein.gov.za

For submission of hardcopies, application forms can be obtained from the Human Resources Offices, PO Box 1, Berg River Boulevard, Paarl 7622, telephone numbers: 021 807 4508/ 021 807 6318/021 807 6253 / 021 807 4597(Mondays to Fridays from 10:00 until 15:00). There will be no forms issued from 12:45 to 13:45**. No fax copies of application forms will be accepted**. Clearly indicate the reference number for the post you are applying for on the application form. Your fully completed application form must be accompanied by your CV (not more than 5 pages) when handing it in.

Please note that no CV's will be returned on the applicant's request, therefore please do not send us your original certificates.

NB: If you are not contacted within three (3) months after the closing date, please note that you were unsuccessful. No further correspondence will be given to you in this regard.

NB: Candidates that arrive late for interviews will be disqualified.

Closing date for emailed applications: 31 August 2018 at 23h59
Closing date for hardcopies: 31 August 2018 at 15h35

CITY MANAGER