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

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

PERSONNEL VACANCY

PRINCIPAL CLERK (REF. NR. PL-ENV-TCL)

DEPARTMENT: PLANNING AND DEVELOPMENT

DIVISION/ SECTION: ENVIRONMENTAL MANAGEMENT

Drakenstein Municipality, an employer that is committed to equal employment opportunities, invite people who qualify to apply for the abovementioned vacancy within its Planning and Development Department.

JOB PURPOSE:

To perform administrative and clerical duties for the section and Manager Environmental Management.

SELECTION REQUIREMENTS FOR THE POST
2 Year Secretarial Diploma

OTHER REQUIREMENTS/SKILLS:
Office administration
Computer literacy
Good communication and interpersonal skills
Telephone etiquette
Fluent in two of the three official languages of the Western Cape
Must maintain confidentiality
Code B driver's license

EXPERIENCE:
2 Years relevant experience

SALARY SCALE:
TASK LEVEL 07 - Basic salary per annum is R 167 624.44 - R 217 571.74. Total Cost to Company R 280 355.29 – R 344 205.87 per annum. Note: Proof of Qualifications are required for assessment. (Clear copies of certified qualifications must be attached)

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: planningjobs@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 6459/ 021 807 6318/ 021 807 6253 (Mondays to Fridays from 10:00 until 15:00). There will be no forms issued from 13:00 to 13:30**. 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 08 November 2019: at 23h59
Closing date for hardcopies 08 November 2019: at 15h30

CITY MANAGER