

MOSSEL BAY MUNICIPALITY

Mossel Bay Municipality invites persons to apply for the under mentioned vacancy and is an employer committed to equal employment

I) CLERK: CLEARANCES

Requirements

- Grade 12
- Bilingual
- Computer Literate (Word, Excel)
- 6 months in a similar environment

Key Performance Areas

- Receive rates clearance and valuation certificate applications
- Ensure that all outstanding monies are paid before issuing clearance and valuation certificates
- Submit certificates to accountant for authorization
- Calculate amounts payable for clearances
- Check all agreements and guarantees re clearances
- Provide clearance figures to lawyers
- Keep statistics on rates clearances to estate agencies and attorneys
- Handle enquiries re sewerage, rates, transfers and valuations
- Deal with telephonic enquiries
- Process statistics for attorney re transfers

SALARY SCALE: R106 524.00 – R126 084.00 per annum (plus non-pensionable allowance of R2412. 00 – R2856.00 per annum)

II) RELIEF PERSONNEL (Typists, Secretaries, Cashiers, Clerks, Switchboard Operators, Library Aids) AFLOS PERSONEEL (Tiksters, Sekretaresses, Kassiere, Klerke, Skakelbord Operateurs, Biblioteekhulpe)

Applications are invited from suitably qualified and experienced persons to be trained in various section of council and be placed on a database to act as Relief Personnel when needed.

Requirements: - Grade 12
- Computer Literate
- Good language and communication skills will serve as a recommendation

Vereistes: - Graad 12
- Rekenaarvaardig
- Goeie taal- en kommunikasievaardigheid sal as aanbeveling dien.

Salary: R1 500,00 per month (while in Training)
Salaris: R1 500,00 per maand (terwyl in Opleiding)

III) SUPERVISOR (VAN RIEBEECK STADIUM)

Requirements:

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- Grade 10
- Basic Management skills
- Knowledge of basic maintenance on equipment
- Knowledge of basic maintenance and preparation of areas and facilities

Key Performance Areas

- Responsible for irrigation of fields, mowing of lawn and marking of fields
- Supervise cleaning all facilities and buildings at Van Riebeeck Stadio\Responsible for facility maintenance, development and upgrading
- Controls machinery and tools
- Co-ordinates with other sub-sections and sections in municipality
- Controls use of facilities by public
- Assists public with needs
- Controls all minor and major maintenance projects
- Responsible for managing and disciplin of sub-ordinates

SALARY SCALE: R78 504.00 – R88 296.00 per annum (plus non-pensionable allowance of R2040.00 – R2352.00 per annum)

CLOSING DATE: 12 MARCH 2010

GENERAL:

- s Applications in writing on the official application form and accompanied by a comprehensive CV, which will be regarded as confidential, must be directed to: The Head Human Resources, P O Box 25, George Road, Mossel Bay, 6500. These conditions are compulsory and failing to comply will automatically lead to disqualification of the applicant. Application forms are available on the Municipal website (www.mosselbaymun.co.za) or electronically available from the contact persons mentioned hereunder.**
- s Original Certified copies of proof of qualifications should accompany the CV.**
- s For equity purposes please indicate your race, gender and disability status.**
- s Further details are obtainable from Ms G Meiring and Ms H Messier at telephone number (044) - 6065000.**
- s If applicants are not contacted within 40 days of the closing date, it can be accepted that they were not successful.**
- s The Mossel Bay Municipality is committed to comply with the requirements of the Employment Equity Act, No. 55 of 1998, for the advancement of previously disadvantaged and disabled persons.**
- s Application forms should be delivered as indicated before the closing hour and no late applications will be accepted.**

**DR M GRATZ
MUNICIPAL MANAGER**