

CENTRAL KAROO DISTRICT MUNICIPALITY

All aspects of our staffing processes shall be non-discriminatory and will afford applicants equal opportunity to compete for vacant positions:

CLERK

BEAUFORT WEST

Salary: T5 (R124 464,00 per annum) + fringe benefits

MINIMUM REQUIREMENTS:

- Grade 12
- Computer Literacy in MS Office
- 1 year relevant experience
- Attention to detail and good organizational skills
- Typing Skills
- Knowledge of EPWP Programs will be to the advantage of applicants.

Responsibilities include the following:

- General administrative support to the Strategic Services Division
- Collection and maintenance of statistics
- Communication with the public
- Taking minutes
- Planning and administration of meetings
- Compilation of monthly reports.

Fringe benefits include: retirement fund, medical scheme, group life insurance, 13th cheque and a non-pensionable accommodation allowance, relocations costs in accordance with policy. Details regarding the comprehensive list of fringe benefits are available on request.

Applications, on the official application form of the Council (on website skdm.co.za), must be forwarded to the Municipal Manager to reach this office no later than **Tuesday, 18 June 2024**. Applications not accompanied by copies of qualifications and driver's license will not be considered. Enquiries may be directed to Mr M Kennedy at Tel. (023) 449-1000. Kindly note that the Municipality does not notify applicants whose applications were unsuccessful. Shortlisted candidates will be required to produce original copies of academic qualifications on the day of the interview. The District Municipality reserves the right not to make any appointment.

M G NKUNGWANA: MUNICIPAL MANAGER, Private Bag X560, Beaufort West, 6970

