



HARRY GWALA DISTRICT MUNICIPALITY

The Harry Gwala District Municipality situated in Ixopo invites applications from innovative and committed individuals for the under mentioned positions.

SOCIAL SERVICES DEPARTMENT

RECEPTIONIST

Salary Grade (B1) R107 698.31.03 - R116 740.47 p.a. (plus applicable benefits) • Ref No. 5/5/4/2/25

Requirements: • Grade 12 • Must be computer literate • 1 year experience working in Office Front line.

Key performance areas: • Attend to visitors, establish nature of visit and directs requests to appropriate personnel • Record details of enquiries and/or messages in the absence of personnel and forward for attention upon availability and/or communicate routine information to the enquirer referring to the municipal calendar, directory and other sources of information • Control the entry/exit of personnel/visitors from the premises • Make and receive telephone calls on behalf of staff and record messages, etc. • Attend to typing (correspondence) on matters relating to the post.

CONTROL ROOM OPERATOR

Salary Grade (B1) R107 698.31.03 - R116 740.47 p.a. (plus applicable benefits) • Ref No. 5/5/4/2/26

Requirements: • Grade 12 • Must be computer literate • 1 year experience in a working environment.

Key performance areas: • Capture any relevant information on the notepad with the available software, so that all loss or emergencies are attended to within set service level agreements, in order to reduce loss of life or damage to property and compilation of incidents • Ensure that the customer is given accurate information and is satisfied with the service provided. A reference number is used to follow up on further queries and for tracking the progress on the job • Receive and convert all emergency calls to ensure that emergency services are communicated through the correct channels • Note all relevant information in incident book in order to implement an efficient incident management system • Complete procedural documentation prior and after the incidents • Track records and disaster management documents.

Key competency skills: • Knowledge of the Local Government sector and applicable legislation • Planning and organizing skills • Administrative skills • Good communication skills • Willingness and readiness to work long hours • Must be fluent in English, IsiXhosa and IsiZulu.

Enquiries should be directed to: The Human Resource Unit on te., (039) 834 5504/8752.

Applications must be submitted with an Application Form which can be found on our website accompanied by a comprehensive Curriculum Vitae, certified copies of educational qualifications and driver's licence must be addressed to the Municipal Manager for attention: Miss N Lungwengwe, Executive Director: Corporate Services, Harry Gwala District Municipality, Private Bag X501, IXOPO, 3276, to reach us no later than 16 November 2016 at 16h30.

NB: Canvassing with Councillors and Management will lead to disqualification.

The Council reserves the right not to continue with the interviews and/or appointment if it feels that no suitable candidates could be found.

Further correspondence will be confined to shortlisted candidates. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. No faxed or e-mail applications will be accepted.

Harry Gwala District Municipality subscribes to the National Equity Strategy.

MRS A.N. DLAMINI: MUNICIPAL MANAGER