



(EXTERNAL ADVERTISEMENT)

DIRECTORATE: COMMUNITY SERVICES
DIVISION: COMMUNITY FACILITIES
SECTION: RESORTS AND HALLS
LOCATION: WORCESTER

CHIEF CLERK: RESORTS
(PERMANENT)

BASIC SALARY: R 213 807.44 – R 277 509.05 per annum [T8]

TOTAL COST TO COUNCIL: R 308 261 – R 390 386 per annum

(Inclusive of Municipal benefits: Group Life Scheme, Pension Fund etc.)

Ref: CS/CFR/0724

Job Purpose: Supervise subordinates and responsible for administrative tasks/activities associated with the resorts in order to ensure the resorts is maintained to acceptable standards supporting customer satisfaction and service delivery objectives.

Duties:

- Supervise the activities of subordinates.
- Ensure that all the necessary information of the guests are captured and filed in accordance with laid down procedures.
- Balance and reconcile cash received at day end and ensure the income balance with tickets issued.
- Ensure cash is kept in a safe place and hand over to the Security Company to be paid in at the bank.
- Ensure that all documentation relating to cash up is forwarded to the Finance department in order to comply with the Cash Management Policy of Council.
- Oversee the cleaning operations, inspecting the pool walls and floors and establishing methods to be applied for removing debris or stains.
- Make recommendations for the improvement of facilities.
- Ensure that an efficient, clean and problem free environment is created at the Resorts and Halls.
- Liaise with external stakeholders (tour groups, contractors, events companies).
- Attend to enquiries pertaining to information of the resorts, rates, directions, activities, size of the chalets, camping sites, day visitor's facilities, conferencing and outdoor facilities, etc.
- Ensure that complaints from the guests are adhered to timeously and that the immediate superior is also informed of complaints.
- Complete requisition for orders and supplies and obtain approval from the Immediate superior.
- Compile monthly income of Resorts and Halls and submit to the Immediate superior.
- Transport personnel to and from the site.
- Ensure a well maintained designated vehicle in accordance with the laid down Procedures, Policies and guidelines.
- Ensure that staff comply with Safety regulations.

Minimum Requirements:

- Grade 12.
- N6 certificate in Office Administration or equivalent.
- Knowledge of Water treatment (Swimming pools).
- 5 years relevant experience with at least 2 years supervisory experience.

Other Requirements:

- Valid Code B driver's license.
- Computer Literacy: MS Office.
- Proficient in at least two (2) of the three (3) official languages in the Western Cape.

Competencies: (For a detailed description of competencies, read competency level 3 from page 52 of the Competency Framework on our website / on this link- <https://bvm.gov.za/download/municipal-staff-regulations-competency-framework/>)

Core Professional Competencies: Written communication, Oral communication, Attention to detail, Influencing, Ethics and professionalism, Organisational awareness, Problem solving, Planning and organising.

Functional Competencies: Business processes, Use of technology, Data processing and analysis.

Public Service Orientation Competencies: Interpersonal relationships, Communication, Service delivery orientation, Client orientation and customer focus.

Personal Competencies: Action orientation, Resilience, Change readiness, Learning orientation.

Management/ Leadership Competencies: Impact and influence, Team orientation, Direction setting, Coaching and mentoring.

PLEASE NOTE: Please read the below conditions carefully, only those who comply with the conditions will be considered

1. No late applications will be considered.
2. The Municipality is an equal opportunity employer and as such will observe the requirements of the **Employment Equity Act** and its **EE plan**
3. **Note that BVM is using a new Recruitment Portal which is an online portal.**
4. **Only online applications will be accepted.**
5. To apply in assured confidence, please do so online via the Link: <https://bvmjobs.mcidirecthire.com>
6. **When applying online: Please ensure that you fill in all required Fields.**
7. **Also attach an updated CV (Including details of at least 3 contactable WORK REFERENCES and the relevant numbers), certified copies of qualifications, and covering letter.**
8. Any candidate appointed at the **Breede Valley Municipality** will sign an employment and performance agreement that will be subject to probation monitoring and performance monitoring in accordance with the Local Government: Municipal Staff Regulations.
9. Candidates will be subjected to a Practical Assessment.
10. **For enquiries contact the Human Resources Office at 023 348 4961 or on email address: jobs@bvm.gov.za**
11. Canvassing with Councillors or any other decision-maker is not permitted, and proof thereof will result in disqualification.
12. Fraudulent qualifications documentation will immediately disqualify any applicant.
13. If you have not heard from us within 60 days of the closing date, please accept that your application has been unsuccessful.

All applications should reach us by **01 August 2024 at 13:00.**

The Municipality reserves its right not to make an appointment.