



**DIRECTORATE TECHNICAL SERVICES
SECTION: SOLID WASTE AND AREA CLEANING**

PRINCIPAL CLERK

SALARY: R165 979.50 – R215 398.50 p.a. [T7]

Job Purpose:

Controls the sections administrative functionality and undertakes clerical activities/tasks associated with checking, verifying, updating, completing and submitting documentation, forms and schedules.

Duties:

Render a receptionist and secretarial duty and communicate with the public regarding queries; Ensure administrative requirements and procedures associated with the recording/processing of maintenance requirements and activities are complied with; Ensure information is verified, processed and/or submitted in accordance with deadlines and laid down guidelines; Assessing and addressing inadequacies in access/egress controls at the Depot, alerting the Superintendent to critical/high risk issues outside the scope of laid down guidelines; Implementation and coordination of waste minimization program; Ensure a well maintained designated vehicle and the accurate capturing of kilometers in accordance with laid down procedures, policies and guidelines.

Requirements:

Grade 12; N6 Office Administration; Code EB drivers licence; Computer literate (Ms Office); Good interpersonal and communication skills; Be able to work independently; Proficient in at least two of the three official languages in the Western Cape; Good public relation skills; Good telephone skills; Attention to detail.

Experience:

6 months relevant experience

PLEASE NOTE:

1. Please read the conditions carefully, only those who comply with the conditions 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. Females and people with disabilities are encouraged to apply.
4. It will be required of the recommended candidate/s to undergo pre-employment medical testing which will be arranged by the municipality.
5. To apply in assured confidence, please send your application form, CV, certified copies of qualifications and covering letter (including details of at least 3 contactable referees and the relevant reference number) to The Human Resources Manager, Breedevally Municipality, Private Bag x3046, Worcester, 6849, or email to jobs@bvm.gov.za. For enquiries contact Thando Ngqabuko at the Human Resource Office, at 023 348 4955.

* No late applications will be considered * No faxes will be accepted * If you have not heard from us within 60 days of the closing date, please accept that your application has been unsuccessful * Candidates wishing to have their CV's returned should provide a self-addressed envelope with the required postage stamps * Canvassing with Councillors or any other decision-maker is not permitted and proof thereof will result in disqualification * Fraudulent qualifications or documentation, will immediately disqualify any applicant.

All applications should reach us by: **23 October 2020 13:00**