

# THEEWATERSKLOOF Municipality

Applications are hereby invited from persons to be appointed in the under mentioned vacancy.

**Please note: This vacancy is being re-advertised. Applicants who previously applied does not have to submit a new application.**

## CLERK RECORDS – CALEDON

**Salary: Post level T5: Between R103 248.00 p.a. and R133 404.00 p.a.**

**Requirements:** The most eligible candidate must be in possession of a Senior Certificate with at least one (1) year experience in an administrative environment. The incumbent must also be computer literate. Must have a valid Code B driver's license. Good communication skills in at least two (2) of the three official languages of the Western Cape, namely English, Afrikaans and Xhosa.

**Cryptic summary of duties :** Performs activities/tasks associated with scanning, capturing and allocating of incoming and outgoing correspondence, including emails on the Collaborator System; Verify incoming faxes and print invoices/proof of payment and capture; allocate rest of faxes on the Collaborator System; Capturing and allocating of contracts on the Collaborator System; File hard copies A.20 value documentation; Assist the Admin Officer: Records with the processing of records for transfer and disposal in terms of the National Archives Act; Printing and binding of documentation; Attend to enquiries in respect of records/documents; Other duties as requested from time to time.

**Enquiries: Ms. M Faul – Manager Corporate Services**

**Tel: 028 - 2143300**

*If you do not receive any feedback, within two (2) months after the closing date, kindly assume that your application was unsuccessful. The Council reserves the right not to make any appointment.*



Theewaterskloof Municipality is committed to equal opportunity and affirmative action, and people with disabilities are encouraged to apply.

Mr. GF Matthyse, Municipal Manager, P O Box 24, 6 Plein Street, Caledon 7230

**The council's offer includes benefits such as pension, medical aid and a group scheme as well as a 13<sup>th</sup> cheque, a housing-/ rental subsidy and settling of furniture removal cost under certain conditions.**

**Applicants must complete the prescribed application form along with a detailed CV with originally certified copies of qualifications, ID document, as well as a testimonial in order to be considered for the position. Application forms must be forwarded to the Manager: Human Resources, Theewaterskloof Municipality, P O Box 24 Caledon 7230.**

**Please note: No e-mailed, scanned or faxed applications will be accepted, and shortlisted candidates will be required to produce original copies of academic qualifications on the day of the interview. Only original applications forms will be accepted.**

Canvassing will disqualify any candidate from being considered for appointment.

**APPLICANTS WHO DO NOT COMPLETE THE PRESCRIBED APPLICATION FORM WILL AUTOMATICALLY BE DISQUALIFIED.**

**Closing date: 08 February 2019 at 12:00 pm. (no applications will be accepted or considered after the closing date)**