

VACANCY

SBDM DRAWS THE ATTENTION OF ALL INTERESTED APPLICANTS TO ITS DECISION TO RELOCATE ITS HEAD OFFICES IN ADDO AND FURTHER CONFIRMS THAT THE RELOCATION PROCESS WILL TAKE PLACE IN THE NEAR FUTURE.

DIRECTORATE FINANCE AND CORPORATE SERVICES

1 X ADMINISTRATION SUPPORT CLERK: JOB EVALUATION - TK5

2 YEAR FIXED TERM CONTRACT:
(R210 900 – 255 744) ALL INCLUSIVE

REQUIREMENTS: • Grade 12 plus a Diploma in Office Administration • Diploma in Human Resources Management would be an added advantage • 2 – 3 years' experience in a busy administrative office environment • Must have excellent office administration and typing skills • Valid code B/EB driver's licence would be advantageous • Training in a job evaluation environment would be an added advantage • Ability to handle multiple administrative assignments and meeting of deadlines • Knowledge of computer programmes (MS Office, PowerPoint, Excel, Publisher, Outlook and Spreadsheet) is essential • Good communication and interpersonal skills • Ability to speak at least two official languages spoken with the SBDM area of jurisdiction.

KEY RESPONSIBILITIES: • Attends to administrative matters relating to typing internal and external correspondence and reports for job evaluation unit • Attends and reports telephonic and other enquiries in respect of job evaluation related matters • Attends to updates and recording of operational information and activities associated with job evaluation functionality • Ensures that filling of documents is carried out and backups are created systematically • Arranges dates including invitations for the convening of the District JE Committee with all associated bookings e.g. accommodation, travelling etc. • Handles procurement of job evaluation unit requirements, such as stationery and minor equipment • Handles drafting of reports / items for compilation of the agenda in respect of the job evaluation Committee members for approval • Liaise with local municipalities to ensure that the required information for evaluations is submitted on time.

MUNICIPAL UNEMPLOYED GRADUATE PROGRAMME

Internship	Requirements	Key Responsibilities
Corporate Services	B-Tech in Public Admin or Human Resources	<ul style="list-style-type: none"> • Secretariat • Archives • Human Resources

CLOSING DATE: 7 MAY 2021

Application forms are obtainable from the CORPORATE SERVICES section or contact extension 041 508 7001 or 041 508 7044 for further information. ALTERNATIVELY, FROM THE SECURITY POINT at The Municipal Offices, 32 Govan Mbeki Avenue, Port Elizabeth or the Council website.

Applications containing a detailed Curriculum Vitae with certified copies of qualifications and ID copies, must be lodged to the CORPORATE SERVICES section in an envelope marked "CONFIDENTIAL" and stating the position applied for.

Sarah Baartman District Municipality does not inform applicants who are unsuccessful in their applications for vacancies. All applicants not contacted within six weeks of the closing date, may safely assume that their applications were not successful. The Council nevertheless appreciates the interest shown to SBDM.

