

EMTHANJENI LOCAL MUNICIPALITY



EXTERNAL/INTERNAL RE-ADVERTISEMENT

(Please take note: People who previously apply for this position do not need to re-apply)

NOTICE NO: 4/2021

Emthanjeni Municipality, with its Headquarters in De Aar invites suitably qualified candidates to apply for the following vacant posts. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

DIRECTORATE: COMMUNITY SERVICES

1. HOUSING CLERK (X1): DE AAR

Salary: R 120 233.00 – R 156 060.00 (Task Level 5)

Abovementioned post offers the following benefits:

- 13th Cheque
- Pension fund benefits
- Medical aid fund benefits
- Leave and housing benefits

Key Requirements:

- Grade 12
- NQF Level 4
- 5 years' experience in municipal housing unit will be of advantage
- Basic computer competency
- Code B driver's license
- Sound human relations and communication, negotiation and presentation skills
- A well-developed verbal power of reasoning as well as language proficiency
- 2 years administrative experience in local government

- Bilingualism
- Creative and analytical thinking

Duties and Responsibilities:

The incumbent of the post will be responsible to:

- Handling of all correspondence relating to the above as instructed by the supervisor
- Handle daily incoming and outgoing correspondence
- Assist with the handling of all enquiries by members of the public regarding housing projects and tenders
- Assisting the public with the completion of housing subsidy scheme applications
- Assist in informing housing beneficiaries of requirements
- Handling of application from the public with the completion of housing subsidy scheme applications to ensure that all applications completed are accompanied by all the required documents.
- Issuing of Deeds of Sale and referral thereof to the Senior Administrative Officer to ensure that it is signed.
- Assist with the administration of the issuing and control of all licenses and permits, contracts/agreements, renting, tenancy, leasehold, title deeds, purchase and selling of ground, sites, houses and other properties to provide administrative support to the Senior Administrative Officer.
- Assist with the liaison with legal advisors/institutions and assist with all legal counseling and related matters to provide administrative support to the Senior Administrative Officer.
- Interacts with the other employees and supervisor to consult and to seek advice by means of telephonically, written and formal and informal communication.
- Interacts with individual members of public, officials of the state departments to obtain and convey information, consult, assist, advise, participate, by means of formal and informal reporting, written correspondence and telephonically.
- Indicate “Beneficiaries” correctly in the allocated sites as instructed by the Head of Housing in order to ensure that the post’s responsibilities regarding interaction and liaison are efficiently executed.
- Perform any other related duties as instructed by the Supervisor

Interested persons are requested to forward a letter of application together with a comprehensive CV and certified copies of qualifications to the Municipal Manager. Enquiries can be directed to the Senior Manager: Community Services, Mr HM Joka at 053 632 9100.

Closing date: **19 March 2021 at 12h00**

**I Visser
Municipal Manager
Emthanjeni Municipality**

**PO Box 42
De Aar
7000
Tel: 053 632 9100**

- Canvassing for selection will automatically disqualify an applicant.
- If no reply to your application has been received within sixty (60) days of the closing date, you should consider your application as being unsuccessful.
- No late or facsimile applications will be accepted.
- No applications will be considered without certified copies of the original documents of qualifications.
- The Council reserves the right not to appoint.
- Correspondence will be limited to short-listed candidates.

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