

EMTHANJENI LOCAL MUNICIPALITY



EXTERNAL/INTER RE-ADVERTISEMENT

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

NOTICE NO: 5/2021

Emthanjeni Municipality, with its Headquarters in De Aar invites suitably qualified candidates to apply for the following vacant post. 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 ADMINISTRATOR: 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
- Computer Literacy
- Bilingualism
- Sound human relations and communication, report writing and negotiating skills
- A well-developed verbal power of reasoning as well as language proficiency
- 2 years administrative experience in related environment

Duties and Responsibilities:

The incumbent of the post will be responsible to:

- Perform administrative tasks associated with the verification of processed housing information in respect of registrations, applications and occupation, generating reports detailing status of the housing programme
- Attending to and/or forwarding disputes, queries/complaints to specific departments for attention and resolution
- Communicating outcomes and, providing guidance on applications and processes pertaining to housing.
- Extracts specific reports and forwards to relevant personnel, officials and committees for perusal and action by checking and verifying the accuracy of data and system information.
- 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.
- Attends to queries and complaints associated with the allocation of housing and sites from the general public and officials
- Taking minutes of meetings conducted with one or two members of the community with a view to finding a way to resolve property related issues
- Acting as facilitator to arrange meetings with applicants or residents to resolve property related matters
- Perform any other related duties as instructed by 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.