**SENIOR CLERK - ADMINISTRATIVE SUPPORT ELECTRICAL SERVICES**

**ELECTRICAL SERVICES**

**INFRASTRUCTURE SERVICES**

**IS/ELS/AS/01**

**Minimum Requirements:**
Grade 12 • 2 years relevant experience of which 1 year supervisory experience

**Other Requirements:** • Fully conversant in two of the three official languages of the Western Cape (Afrikaans, English, Xhosa) • Supervisory Skills • Computer Literacy – MS Office Applications • Good typing skills • Excellent Telephone etiquette • Good interpersonal and communication skills • Client or customer orientated skills

**Responsibilities/Duties:** • Co-ordinates the administrative dimensions associated with communicating with the public and processing of queries and complaints. • Attends to the administrative recording, reporting and record keeping. • Collate and prepare investigational report (incidents/accidents/IODs etc.), statistical reports and summaries and detailing progress on office support initiatives for consideration in specific reports or agendas for approval by Superior. • Update the complaints database with information on the municipal service delivery, and enquiries/complaints received and resolved. • Keeping and maintaining accurate records of all complaints/enquiries received, following up on responses from relevant personnel and maintaining statistics for reporting purposes. • Maintain records of work in progress, notices and correspondence. • Performs specific administrative task and activities associated with operation & maintenance functions of the Section. • Complete log statements, job cards, order books (material in store). • Check details of transactional documentation (works orders, requisitions, applications, time and attendance schedules, etc.) • Collate information from field reports, data sheets, inspections and contractual documentation for inclusion into management reports. • Support compliance with administrative and reporting requirements and activities. • Prepare responses to internal correspondence and queries, undertaking searches or extracting information and records to support content, recommendations and/or opinion. • Support the supply chain processes within the Section to ensure compliance with the completion of orders of materials, insurance claims and other related activities. • Capture requisitions. • Gather and compiling of information (log sheets/timesheets, vehicle inspection sheets leave reconciliation and capturing on database. Complete incident reports and submit to Administration with all supporting documents. • Assist with any reasonable instruction or task as from time to time given by direct superior. • Co-ordinate and controls tasks/activities associated with controlling personnel performance, productivity and discipline • Perform tasks associated with the operations of vehicles or specialized vehicles.

**Job related enquiries:** Lourens de Lange (021 808 8302)
**General Enquiries:** Lanese September 021 808 8064 or Lucretia Koegelenberg 021 808 8102

**Salary:** R137 220.86 – R 178 135.99 (subject to evaluation) Plus benefits

Applications, clearly marked, accompanied by a comprehensive CV, a covering letter and the details of contactable referees, must be emailed to the Human Resource Management Services at Stellenbosch Municipality at the following email address specifically linked to the above Directorate: infrastructurejobs@stellenbosch.gov.za

Please note that Stellenbosch does not have an application form.

Please state the name of the position in the subject of your email for identification purposes. Applications for the above mentioned vacancy must be sent via the given email. If not it will not be considered. No hand delivered or posted applications will be considered.

Please note: By applying for this position, the candidate consents to verification checks of qualifications and criminal records. Candidates must be willing to be subjected to a rigorous evaluation process. Originally completed applications, accompanied by originally-certified true copies of qualification certificates (degrees, diplomas, certificates, school certificates, etc.) as well as required driver’s licenses, Professional Driver’s Permits and registration certificates from professional bodies, where applicable. Receipt of applications will not be acknowledged and no supporting documentation will be returned. No copies of certified copies will be accepted.

Canvassing with Councillors or any other decision-maker member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application

Closing date: 12 October 2020 @ 12:00

Stellenbosch Municipality is an Equal Opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process. If you do not hear from us within ten (10) weeks of the closing date, please regard your application as unsuccessful. For more details on vacancies, visit our website www.stellenbosch.gov.za. The Council reserves the right not to make an appointment and to add/amend/change the salary package.