



BITOU LOCAL MUNICIPALITY

Bitou Municipality is inviting applications for the following vacancy from suitably qualified candidates

POSITION: PRINCIPAL CLERK
DIRECTORATE: CORPORATE SERVICES
DIVISION: LEGAL SERVICES
BASIC SALARY: R 185 810.20 – R 241 184.64 (T9) + MUNICIPAL BENEFITS
REF NO.: Notice 96 /2019

QUALIFICATIONS AND EXPERIENCE: • Relevant Tertiary Qualification NQF5 • 3 years relevant experience.

REQUIREMENTS AND SKILLS: • Computer literacy (MS Office Applications with advanced Excel and SAMRAS knowledge) • Proficiency in at least two of the three official languages of the Western Cape (read, write and speak) Good human relations, interpersonal, analytical and communication skills • Ability to maintain confidentiality • Ability to give attention to detail High level of responsibility • Ability to work under pressure, after normal working hours, during emergencies and planned overtime.

FUNCTIONS & RESPONSIBILITIES: Administrates and control the Legal Section by providing office support and attending to specific legal administrative activities • Administrates the development and maintenance of a comprehensive case document management system and database to facilitate effective preparation of case files, legal notifications, legislative interventions and information pertaining to the Legal Services • Coordinate, implement and maintain procedures and systems associated with controlling the flow of legal section's documentation and correspondence • Perform typing and related duties with respect to legal assignments • Perform tasks/activities associated with the provision of general office support • Provide secretarial support during legal office meetings.

Work related enquiries can be directed to the Acting Manager Legal Services Mr. L Loliwe at lloliwe@plett.gov.za or on tell: 044 501 3151.

For general enquiries contact Mr J Williams or Ms L Clark on telephone no: 044 501 3418.

Candidates must be willing to be subjected to an interview and evaluation process and be aware that previous employers and references may be contacted and their qualifications, credit record may be verified and they will be subjected to a police security clearance.

Application forms are available on the Bitou website (www.bitou.gov.za). A comprehensive CV, original certified copies of Identification documents, qualifications, and driver's license must accompany the application form and must be posted /hand delivered to the Human Resources Section, Bitou Municipality, Private Bag X1002; Plettenberg Bay; 6600.

Bitou Municipality is an equal opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply.

Please take note:

1. **ONLY** hard-copy applications will be considered. **No** electronic or faxed applications will be accepted.
2. **No late applications will be considered.** Canvassing of Councilors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.
3. Submit separate applications when applying for multiple posts and quote reference number.
4. **Preference will be given to local residents before considering candidates outside the Bitou Municipal Area**

ADV.LMR NQOOO
MUNICIPAL MANAGER

CLOSING DATE: 14 JUNE @ 14h00

If you receive no feedback from us within 12 weeks after the closing date, please accept that your application was unsuccessful. **Bitou Municipality reserves the right not to make any appointment and to re-advertise before a shortlist is compiled.**