**MOSSEL BAY MUNICIPALITY**

**Mossel Bay Municipality, an employer committed to equal employment invites persons to apply for the under mentioned vacancy**

**SUPERVISOR: COMMUNITY HALLS**

**(APPLICANTS RESIDING WITHIN THE BOUNDARIES OF MOSSEL BAY MUNICIPALITY WILL RECEIVE PREFERENCE)**

**COMMUNITY SERVICES**

**REQUIREMENTS**

* Grade 12
* Computer Literate
* Code B drivers licence
* 1 Year experience in a similar environment
* Fluent in at least two of the three official languages of the Western Cape
* Good interpersonal, communication and conflict management skills
* Good administrative capabilities
* Ability to work independently and without supervision
* Must be physically fit and healthy
* Must be willing to work overtime

**KEY PERFORMANCE AREAS**

* Attends to enquiries associated with all community halls to host functions / events and / or disseminates general information
* Receiving and coordinating bookings of community halls
* Maintain documentation and record of transactions and procedures related to Community Halls
* Deposit payback after every function
* Communicates with service providers and receives and control items and consumables
* Stock control
* Asset Management
* Supervision and performance management of staff
* Opening and closing of the town hall and other community halls before and after functions
* Monitoring and reports to the Superintendent: Community Halls on aspects related to function
* Attend to administration relevant to function \

**BASIC SALARY :** **R147 115.68 – R190 964.76 per annum (T8)**

**CLOSING DATE:** **14 OCTOBER 2016**

(**No applications received after 13h00 will be accepted)**

**GENERAL:**

- Shortlisted candidates will be subjected and required to undergo a theoretical and practical test.

- ***Notwithstanding any representations to the contrary, no employment contract will come into effect until a written offer has been made by the municipality to, and accepted by, the applicant***

- Applications in writing on the official application form and accompanied by a comprehensive CV, which will be regarded as confidential, must be directed to: The Senior Manager (Human Resources), P O Box 25, Mossel Bay, 6500. These conditions are compulsory and failing to comply will automatically lead to disqualification of the applicant. Application forms are available on the Municipal web-site (www.mosselbay.gov.za) or electronically available from the contact persons mentioned hereunder.

- Original Certified copies of proof of qualifications should accompany the CV.

- Electronic applications will be accepted

- For equity purposes please indicate your race, gender and disability status.

- Further details are obtainable from Ms C Wagenaar or Ms L de Vos at telephone number (044) - 6065000.

- If applicants are not contacted within 40 days of the closing date, it can be accepted that they were not successful.

- The Mossel Bay Municipality is committed to comply with the requirements of the Employment Equity Act, No. 55 of 1998, for the advancement of previously disadvantaged and disabled persons.

**H HILL**

**ACTING MUNICIPAL MANAGER**