

Overstrand Municipality, an equal opportunity employer, strives to render a dynamic and effective service to the community. Competent and self-motivated candidates and candidates from designated groups who enjoy challenges are invited to join our leading team by applying for the following post:



Senior Clerk

DIRECTORATE

Corporate Services

DEPARTMENT

Registry / Archives

REFERENCE NUMBER

WC0320240

SALARY

Basic: R183 300 p.a.

CLOSING DATE

12 August 2026

EMPLOYMENT TYPE

Permanent

PLACE OF WORK

Hermanus

Requirements

- Grade 12
- Computer Literacy: MS Office
- Valid Code B/C/C1/EB Driver's License
- 1-3 years relevant administrative experience in the fields of paper-based and electronic record management.
- Communication skills in at least two of the three official languages of the Western Cape.

Key Performance Areas:

- Registering and recording of incoming mail/correspondence, electronically and paper based.
- Registering and recording of outgoing mail/correspondence, paper based and electronically.
- Preparation and opening of file covers.
- Filing of all records received at the Registry/Archives.
- Caring for records.
- Registry functions, and
- Distribution of files
- Undertakes specific tasks associated with administration and provision of support.
- Assist the Office Attendant by undertaking tasks of a miscellaneous nature.

Minimum competency framework:

As are provided for in the Local Government: Municipal Staff Regulations

<u>Core Professional Competences:</u>	<u>Functional Competencies:</u>
- Written Communication - Oral Communication - Attention to Detail - Advice and Guidance - Organisational Awareness	- Discipline Specific Skills - Information Management

- Computer Literacy - Managing Work	
<u>Public Service Orientation Competencies:</u> - Service Delivery Orientation - Interpersonal Relationships - Customer Orientation and Customer focus	<u>Personal Competencies:</u> - Action Orientation - Resilience - Change Readiness - Cognitive ability - Learning Orientation
<u>Management /Leadership Competencies:</u> - Leadership - Impact and Influence - Team Orientation - Coaching and Mentoring	

Special Conditions:

- The candidate must handle all documentation/ correspondence with confidentiality – to ensure that sensitive and/ or confidential information stays secure.
- Must be able to perform duties out of office within Hermanus Administration

How to Apply:

Apply online:

Internal staff: [Overstrand Municipality Intranet](#)

- Original qualifications must be available on request.
- All fully completed and signed application forms must be accompanied by a cover letter, comprehensive CV, copy of ID, valid driver's license (if required) and academic qualifications.
- Applications not made on a prescribed application form (available via the online link) will not be accepted.
- Shortlisted candidates will be subjected to a qualification verification, a reference check and where necessary, undergo screening and vetting.
- Successful candidates will be required to sign an employment contract, where applicable, a performance agreement and disclosure of benefits and interest.
- Applications/ supporting documents larger **than 25MB** will not be accepted.

Please Note: Further communication will be limited to shortlisted candidates. If you do not receive feedback within six weeks of the closing date, please consider your application unsuccessful. For further information please contact Mrs. H van Tonder (028 313 8037). **The Council reserves the right not to make an appointment.**

In addition to the above-mentioned salary, this position offers competitive benefits which include a 13th cheque, medical aid- and pension fund contributions, housing subsidy/allowance and relocation costs under certain conditions.