

Catchment Management Agency
Opvanggebied Bestuursagentskap
I-Arhente yoLawulo lomMandla nokungqongileyo

51 Baring Street Worcester 6850, Private bag X3055 Worcester 6850

The Breede-Gouritz Catchment Agency (BGCMA) is an established Public Entity of the Department of Water and Sanitation. The Breede-Gouritz CMA exists to manage water resources responsibly through the continuous engagement with all stakeholders and devolve decision making to the lowest level for the benefit of all water users in the Breede-Gouritz CMA, including the environment.

Receptionist

Salary Level: 4 (R119 154 basic salary per annum)

Centre: George

Job Purpose: Provision of secretarial, clerical and administrative support to the BGCMA in an efficient and cost-effective manner.

Key performance areas:

- Receiving of visitors of the BGCMA and directing them to the relevant staff members for assistance.
- Ensures that incoming calls are attended to and directed to the relevant person for further action.
- Collect, sort, distribute and prepare correspondence, mail, messages and courier deliveries.
- Facilitation of administration duties to enhance service delivery.
- Schedule appointments maintain and updating calendars for meetings taking place in the Agency boardrooms.
- Assist in create and prints fax sheets, memos, mail, reports and other documents.
- Assist in Goods Receive Note (GRN).
- Take and resolve complaints for customers and public being positive to negative criticism.
- Support the Mission, Vision and core values of the Agency.
- May be required to perform basic clerical duties, such as faxing office notes and photocopying.
- Assist with Admin and HR tasks as needed.

Requirements:

- Grade 12 or an equivalent qualification.
- Minimum of 2 years' proven experience in a very busy and highly pressurized switch board environment.
- Knowledge of at least 2 official languages used in the BGCMA's area of jurisdiction and operation is a pre-requisite.
- Computer literate.
- Excellent talent to interact with people in a positive and courteous manner.

- Ability to prioritize tasks according to importance in a fast-paced environment.
- Multi-tasking capability without compromising on quality.
- Basic knowledge of Microsoft Office Applications, specifically MS Word and Excel.

Skills necessary for the successful execution of this position:

- Knowledge of Office Administration.
- Analytical and problem solving skills.
- Effective verbal and listening communication skills.
- Stress management skills and high level of concentration.
- Team work and time management skills.
- Honesty, integrity, trustworthy and respectful.
- Possesses cultural awareness and diversity management skills.
- Demonstrate sound work ethics and professionalism.

Enquiries: Mr Gerhard De Bruijn / Ogwang Okoth at (023) 346 8000.

Application letters accompanied by a comprehensive Curriculum Vitae, certified copies of all relevant qualifications, certificates and a copy of Identity Document must be placed in a sealed marked **“Vacancy: Receptionist”** and posted to the **Chief Executive Officer** of the Breede-Gouritz CMA c/o the Human Resources Management Division, Private Bag X 3055, Worcester 6850 or hand delivered at the reception of the offices of the Breede-Gouritz CMA, 51 Baring Street, Worcester 6850.

The BGCMA is an Equal Opportunity Affirmative Action Employer and reserved the right not to make an appointment. Candidates who qualify are encouraged to apply. The BGCMA may subject candidates to assessments which would include a competency assessment in the advertised post. Copies of foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA).

Closing Date: 08 May 2017 at 16h00

No late, faxed or emailed applications will be considered as a matter of policy.

NB: No faxed or emailed applications will be accepted.

Correspondence will be limited to short list candidates only. Applicants who have received no response within three months must consider their application as unsuccessful.