



BREED-GOURITZ

CATCHMENT MANAGEMENT AGENCY

Cnr Mountain Mill & Eastlake Roads, Worcester, 6850, Private Bag X3055 Worcester 6850

The Breede-Gouritz Catchment Management 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: R151 237.00 basic per annum.

CENTRE: Worcester

Job Purpose: Provision of secretarial, clerical and administrative support in order to ensure that the BGCMA services are provided in an efficient and cost-effective manner.

Requirements: The minimum requirement for the post is Grade 12 with proven relevant experience of at least 2 years working with a very busy switchboard.

Key performance areas:

1. Receive, direct and relay telephone and fax messages.
2. Receiving and greeting all visitors professionally.
3. Screening telephone call enquires and requests and handling them when appropriate.
4. Pick up and deliver mails.
5. Receiving all incoming calls, courier packages and other deliveries not requiring special receipt by staff.
6. Open, capture and date stamp all correspondence and distribute to relevant staff member.
7. Respond to public enquiries.
8. Manager staff and visitor register.
9. Assist visitors to appropriate staff members.
10. Assist in printing of Teltrace monthly report.
11. Assist in the preparation of meetings, conferences, and telephone conferences.
12. Assist in the preparations for all sub-committee and Board meetings.
13. In the absence of the Administration Officer, the official will assist in performing duties assigned to the Administration officer.
14. Assist both the internal and external auditors with information captured at the front desk.
15. Perform any other duties as required by management from time to time.

The following will serve as a recommendation:

1. Knowledge of office Administration.
2. Analytical and problem-solving skills.
3. Decision making skills.
4. Effective verbal and listening communication skills.
5. Knowledge of at least two (2) official languages used in the BGCMA's area of jurisdiction.
6. Computer skills including the ability to use spreadsheet and word processing program.
7. Stress Management skills and high level of concentration.

8. Team building and time management skills.
9. Honesty, integrity, trustworthy and respectful.
10. Possesses cultural awareness and diversity management.
11. Demonstrate sound work ethics and professionalism.

Enquires: Ms T G Sambo (023) 346 8000.

Application letters accompanied by a comprehensive Curriculum Vitae, certified copies of all relevant qualifications, certificates and copy of Identity Document must be placed in a sealed envelope 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, CNR Mountain Mill & East Lake Roads, Worcester 6850 or emailed to: careers30@bgcma.co.za on or before **19 May 2021**.

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

Correspondence will be limited to shortlisted candidates. Applicants who have received no response within three months must consider their applications unsuccessful.