



CNR Mountain Mall Drive & East LAKE Road, Worcester 6850, Private Bag X3055 Worcester 6850

The Breede-Olifants Catchment Management Agency (BOCMA), a water management entity established in terms of the National Water Act, 1998 (Act No. 36 of 1998), NWA, to perform sustainable and equitable integrated water resource management within the Breede-Olifants Water Management areas in the Western Cape Province.

Highly motivated and creative individuals who want to join this exciting and rapidly growing institution qualifying on the minimum requirements stated below are invited to apply for the vacancy below. Preference will be given to locals.

RECEPTIONIST

SALARY LEVEL 4: R186 945 per annum excluding benefits.

CENTRE: GEORGE

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

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

Key performance areas:

1. Receive, direct and relay telephone, fax and email messages to the relevant official/s.
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 registers.
9. Assist visitors to appropriate staff members.
10. Assist in the preparation of meetings, conferences and telephone conferences.
11. Assist in the preparations for all sub-committee, Board, and Management meetings.
12. 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 including report writing skills.
5. Knowledge of at least two (2) official languages used in the BOCMA'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 Prudence Mahlaba / Ms Kathleen Makgatho (023) 346 8000.

The BOCMA is an equal Opportunity Affirmative Action Employer and reserves the right not to make an appointment or withdraw the position.

Suitable candidates will be subjected to a personal suitability check (***criminal record, citizenship verification, qualification verification, financial / asset check and previous employment verification***). The BOCMA may further subject candidates to assessments which would include competency assessment in the advertised position. Copies of foreign qualifications must be accompanied by an evaluation certificate from the South Africa Qualifications Authority (SAQA). The successful candidate will be appointed on a probation of six (6) months and then permanent should all the conditions of the probation be satisfied. **Only South Africa citizens are eligible to apply for this position.**

Suitably qualifying candidates should email a comprehensive Curriculum Vitae (CV) accompanied by an application letter. **Only shortlisted candidates** will be required to submit certified copies of all relevant qualifications, certificates, and copy of ID (not older than 6 months certification) to careers72@bocma.co.za on or before **Friday 29 November 2024, end of business (16h00).**

ONLY EMAIL APPLICATIONS WILL BE ACCEPTED.

*Only one(1) email per submission (application) will be accepted per applicant.

NB: By submitting your application / CV for this position, you hereby grant the BOCMA permission to use your personal information in line with the purpose it is intended and within the provisions of the Protection of Personal Information Act, 2013 (Act No. 4 of 2013) as amended.

Correspondence will be limited to short-listed candidates only. Applicants who have received no response within three (3) months must consider their applications as unsuccessful.

To view the comprehensive advertisement, application requirements, procedures, and response details, Please visit our website : www.breedegouritzcma.co.za