

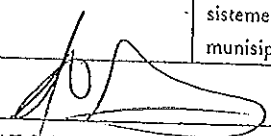
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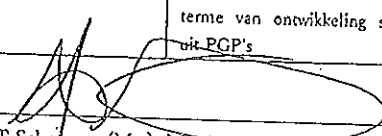
Korporatiewe Dienste / Corporate Services

Administrasie Klerk		Administration Clerk	
Kwalifikasie(s)	Graad 12 Diploma of Nasionale Diploma in Administrasie	Qualification(s)	Grade 12 Diploma or National Diploma in Administration
Vaardighede	Rekenaargeletterd		Computer Literate
Sleutel Prestasie Areas	(a) Berei vergaderingspakkette voor (b) Transkribeer insette en verseker effektiewe korrespondensie (c) Liasseer alle korrespondensie (d) Kompileer en hou rekords, onderneem 'n verskeidenheid van klerikale pligte en gebruik kennis van sisteme of prosedures om die munisipaliteit te bemark.	Key Performance Areas	(a) Prepares meeting packages (b) Transcribes inputs and ensure effective correspondence (c) Files all correspondence (d) Compiles and maintains records, perform a variety of clerical duties and utilizing knowledge of systems or procedures to market the municipality


H.T. Scheepers (Mrs): Municipal Manager
09 May 2016

Korporatiewe Dienste / Corporate Services

Klerk: Monitoring & Evaluering (Prestasiebestuur)		Clerk: Monitoring & Evaluation (Performance Management)	
Kwalifikasie(s)	Graad 12 Diploma of Nasionale Diploma in Administrasie of Prestasiebestuur	Qualification(s)	Grade 12 Diploma or National Diploma in Administration or Performance Management
Vaardighede	Rekenaarvaardig	Skills	Computer Literate
Sleutel Prestasie Areas	1. Voorbereiding van alle dokumente vir prestasiemeting 2. Insameling van sturende dokumente soos per aanduiding in die SDBIP en GOP 3. Rekordering van alle prestasie uitkomst 4. Samestelling van Persoonlike Groeiplanne (PGP's) 5. Werk nou saam met die Personeelklerk in terme van ontwikkeling soos voortspruitend uit PGP's	Key Performance Areas	1. Prepare all documents necessary for performance measurement 2. Assemble supporting evidence as per indication in the SDBIP and IDP. 3. Recording of all performance outcomes 4. Compilation of Personal Development Plans (PDP's) 5. Work closely with the Personnel Clerk in terms of development as per indication in the PDP's


H.T. Scheepers (Mrs): Municipal-Manager
07 March 2016