

**DIRECTORATE: LOCAL ECONOMIC DEVELOPMENT**

**POSITION : ADMIN CLERK/BENEFICIARY**  
**SECTION : HOUSING AND ADMINISTRATION**  
**REFERENCE : EDP/BEN/6/11/24**  
**REMUNERATION : IN ACCORDANCE WITH JOB LEVEL 9 OF**  
**MERAFONG CITY LOCAL MUNICIPALITY(R 262 121.38 PER ANNUM,**  
**EXCLUDING BENEFITS)**

**REQUIREMENTS:** Grade 12 • Computer Literacy; MS Office • 2-5 year's relevant experience • A valid code B drivers license.

**RESPONSIBILITIES:** Administrative Support regarding Human Settlements Division. • Processing applications and information related to activities associated with housing applications. • Coordinate and Conduct Education on the Housing Education Consumer (HCE) Programme on waiting list applications, subsidy applications, new home ownership and title deeds. • Providing information to attorneys regarding title deeds and management of the transfer process. • Performing tasks/activities associated with the provision of general clerical/office support. • Performing administrative activities associated with the preparation of agendas and typing of minutes for meetings. • Any other related duty as requested by the Supervisor.

**COMPTENCIES:** **Core professional competencies** • Written Communication • Oral Communication • Attention to Detail • Influencing • Ethics and Influencing • Organisational Awareness • Problem Solving • Planning and Organising • **Functional Competencies** • Business Process • Use of Technology • Data Processing & Analysis • **Public Service Orientation Competencies:** Interpersonal Relationships • Communication • Service Delivery Orientation • Client Orientation and Customer Focus • **Personal Competencies:** Action Orientation • Resilience • Change Readiness • Learning Orientation • Cognitive Ability.

**DIRECTORATE: LOCAL ECONOMIC DEVELOPMENT**

**POSITION : ADMIN CLERK/RESETTLEMENT**  
**SECTION : HOUSING AND ADMINISTRATION**  
**REFERENCE : EDP/PM/7/10/24**  
**REMUNERATION : IN ACCORDANCE WITH JOB LEVEL 9 OF**  
**MERAFONG CITY LOCAL MUNICIPALITY(R 262 121.38 PER ANNUM,**  
**EXCLUDING BENEFITS)**

**REQUIREMENTS:** Grade 12 • Computer Literacy; MS Office • 2-5 year's relevant experience • A valid code B drivers license.