



BCMDA is an established municipal entity, wholly owned by the Buffalo City Metropolitan Municipality. Applications are invited from suitably qualified and experienced applicants to fill the following positions:

1. Receptionist & Corporate Services Administrator (24 Months Contract)

TASK GRADE: 6

Salary: R301 114.62 (Total Cost to Company)

Ref. No: BCMDA-VAC-011-22

Requirements:

- A Senior National Certificate / Grade 12 / Matric
- A Post-Matric qualification i.e., Public Relations, Office Administration or Human Resources Management
- Relevant Experience in the office administration environment will be an advantage
- High level of computer literacy is essential

Key Performance Areas:

- Receiving incoming telephone calls and transferring them to relevant staff members
- Attending to clients visiting the office
- Ensure detailed, accurate and prompt messages are channelled to the right recipient
- Providing clients and visitors with information about BCMDA and its services
- Providing best efficient service to client and visitors
- Manage and minimise traffic in the reception area
- Update and distribute the entity's internal telephone list
- Assist HR in admin work including payroll system functions

Competencies Skills and Attributes

- Effective communication skills both verbal and written
- Interpersonal; Problem solving and analytical skills
- Knowledge management
- Client orientation
- Customer focus
- Professionalism
- Honest and integrity
- Confidentiality
- Objective and sound judgement
- Pleasant personality, neat and presentable as well as ability to deal with pressure
- The candidate must also be prepared to work long hours

The post is based in East London and any enquiries regarding the content of the above post can be directed to Ms Nomvuyiso Makhiva on 043 -4922100

PLEASE NOTE:

Candidates who are suitably qualified as per the minimum requirements for the posts set out in the advertisement are to submit a copy of their curriculum vitae together with a covering letter, along with the relevant required documentation for a specific post (i.e. certified copies of certificates, diplomas, degrees, identity document, drivers' license and membership to various regulating bodies. Non-submission of the required supporting documentation may disqualify a candidate.

Fraudulent qualifications and information submitted will disqualify any candidates with immediate effect. Candidates are cautioned that documentation and information provided is checked with relevant authorities and fraudulent submissions may also lead to criminal charges being laid against persons involved in submission thereof.

Buffalo City Metropolitan Development Agency reserves the right not to fill any or all of the positions advertised.

Applications can be hand delivered to BCMDA Corporate Services Division, 12 Esplanade Road, Quigney, East London, 5201 or emailed to recruitment@bcmda.org.za

CLOSING DATE: 07 December 2022

Should candidates not be contacted within thirty (30) days of the closing date, they may regard their applications as having been unsuccessful.

Preference will be given to Previously disadvantaged individuals including those with Disabilities respectively at the time of appointment.

X JIKELA

EXECUTIVE MANAGER: CORPORATE SERVICES

BUFFALO CITY METROPOLITAN DEVELOPMENT AGENCY