

SIYATHEMBA MUNISIPALITEIT



RE - EXTERNAL ADVERTISEMENT

The Siyathemba Municipality is an equal opportunity representative employer.

The Municipality invites applicants with the necessary qualifications for the following opportunities within the Department of Corporate Services at the central office in Prieska.

ADMINISTRATIVE OFFICER (1 Post) DEPARTMENT – CORPORATE SERVICE

JOB REQUIREMENTS

- NQF Level 6
- Negotiation skills
- Minutes taking skills
- Communication skills
- Skills in report writing
- Staff supervision skills
- Financial management skills
- 4 years experience

RESPONSIBILITIES

- Monitoring housekeeping by checking if standard are achieved and services are delivered according to requirements
- Responsible for compilation of all agenda, minutes and relevant administration of Council and its committees
- Overall control of the operational activities of the Administration Support and Housing Services: Central Registry / Archiving, Committee / Secretariat Services, Switchboard / Reception, Office Cleaning / Halls, Human Resources, notices, general administration and customer care coordination
- Making recommendations to supervisors in terms of changes to current services delivery or need for new services
- Communicating with organisations, bodies, communities and colleagues regarding the decisions of Council
- Overseeing the distribution of agenda and minutes as well as notices to councilors regarding various meetings, workshops and all activities in respect of which councilors received invitations, in good time
- Providing inputs in terms of administrative evaluation of tenders and recommending preferred services provider

- Ensure all Council tender are opened in the presence of Councilors and / or officials of the relevant Directorate
- Ensuring that the Registry performs in terms of the Archives act
- Ensure that security system are provided and the service provider complies with contractual obligations
- Provide internal and external newsletters and municipal web page by ensuring contacts from the various departments are identified and able to assist with provision of articles by means of e-mail
- Collect articles and edit them for appropriateness. Write articles. Ensure all articles are saved to disc in word format by means of Computer
- Ensuring that Human Resource Work Plan in developed
- The post incumbent draft HR policies and recommend adoption by Council, such as recruitment and selection, organizational structuring, transfers and corrective measure to be implemented
- Statistical information with regard to race, gender and disability profile of the entire workforce for purposes of Employment Equity Plan and implementation is generated

SALARY

- T-Scale 11

Closing date: 29 October 2019 @ 12:00

ENQUIRIES: Mr IWJ Stadhauer, Telephone number 053 353 5317

Letter of application, accompanied by full CV and certificated copies of qualification, certificates, ID and valid driver's license must be forwarded to the Municipal Manager, Siyathemba Municipality, P.O Box 16, PRIESKA 8940

- Fraudulent qualification or documentation, including driver's licenses, will immediately disqualify and applicant.
- Siyathemba Municipality has a firm commitment to the advancement of the previously disadvantaged, including women and disabled.
- Canvassing will immediately disqualify candidates from appointment
- If no notification regarding this advertisement has been received within three months of the closing date, please assume that the application was unsuccessful.
- Correspondence will be limited to short listed candidates.
- The Municipality reserves the right not to make any appointment.

Note: No faxed or e-mail applications will be considered.

NOTICE NR: 35/2019

Municipal Office
Victoria Street
P.O Box 16
PRIESKA
8940


MUNICIPAL MANAGER
IWJ STADHOUER

DATE: 15 October 2019