

# **THEEWATERSKLOOF**

## **Munisipaliteit \* Municipality \* uMasipala**

Applications are hereby invited from qualified persons to be appointed in the under mentioned vacancy.

### **ADMIN OFFICER: GREYTON / GENADENDAL**

**Salary: Post level T10 – Between: R257 112.00 p.a. and R333 708.00 p.a.**

The most eligible candidate must be in possession of a Senior Certificate with 5 – 8 years relevant experience. Must be computer literate. Good communication skills on all levels. A valid Code B driver's license. Must be able to communicate effectively in at least two (2) of the three (3) official languages in the Western Cape, namely English, Afrikaans and Xhosa.

Responsibilities: Provide administrative support to the Town Manager \* Administration and logistical arrangements of Ward Committees \* Compile agendas and take minutes during Ward Committee meetings \* Handling day to day correspondence, enquiries and complaints \* Attend meetings with Town Manager when required \* Update SDBIP \* Monitor budget \* Attend to the approval of requisitions \* reallocate correspondence on collaborator \* preparing and circulate standby rosters \* monitor overtime \* Assist with the control of workflow \* Other duties as requested from time to time.

**Enquiries: Mr. J Prins - Town Manager: Greyton / Genadendal**

**Tel: 028 – 254 9620**



Theewaterskloof Municipality is committed to equal opportunity and affirmative action. Preference will be given to suitably qualified candidates who are members of the designated groups as defined in Section 1 of the Employment Equity Act namely black people, women and people with disabilities.

B Ngubo, Municipal Manager, P O Box 24, 6 Plein Street, Caledon 7230

The council's offer includes benefits such as pension, medical aid and a group scheme as well as a 13<sup>th</sup> cheque, a housing-/ rental subsidy and assistance with relocation cost under certain conditions.

Applicants must complete the prescribed application form along with a detailed CV with originally certified copies of qualifications, ID document, as well as a testimonial in order to be considered for the position. Application forms must be forwarded to the Manager: Human Resources, Theewaterskloof Municipality, P O Box 24 Caledon 7230.

Please note: No e-mailed, scanned or faxed applications will be accepted, and shortlisted candidates will be required to produce original copies of academic qualifications on the day of the interview. Only original applications forms will be accepted.

Canvassing will disqualify any candidate from being considered for appointment.

**APPLICANTS WHO DO NOT COMPLETE THE PRESCRIBED APPLICATION FORM WILL AUTOMATICALLY BE DISQUALIFIED.**

**Closing date: 24 February 2023 at 12:00 pm. (no applications will be accepted or considered after the closing date)**