

THEEWATERSKLOOF

Munisipaliteit * Municipality * uMasipala

Theewaterskloof Municipality currently awaits suitably qualified persons for appointment in the under – mentioned vacancy.

Please note: This position is being re-advertised. The previous designation was Admin Officer: Greyton / Genadendal. The position evaluated on a different T-scale with a new designation. Applicants who previously applied must submit a new application in order to be considered.

ADMINISTRATOR: GREYTON / GENADENDAL

Salary: Post level T09 – Between: R240 708.00 p.a. and R312 384.00 p.a.

The most eligible candidate must be in possession of a Grade 12 with 5 – 8 years relevant experience (**Valid proof of Grade 12 must be attached. Relevant experience must also be clearly stated in the application form**). A valid driver's license. Must be computer literate (MS Word). Excellent communication skills in at least two (2) of the three (3) official languages in the Western Cape, namely English, Afrikaans and Xhosa.

Special conditions:

The prescribed application form **must** be accompanied with originally certified copies of the following documents before the closing date and time of this advertisement – Failure to attach the required documents will automatically disqualify an applicant.


- **Grade 12 certificate**
- **A valid driver's license**
- **ID Document**

Key performance areas: 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 * Update SDBIP * Monitor budget * Attend to the approval of requisitions * reallocate correspondence on collaborator * preparing and circulate standby rosters * monitor overtime * Other duties as requested from time to time.

Minimum Competency Framework

Core Professional Competencies <ul style="list-style-type: none">- Written Communication- Resilience- Negotiation and Influencing- Ethics and Professionalism- People Management- Problem Solving	Public Service Orientated competencies <ul style="list-style-type: none">- Interpersonal Relationships- Service Delivery Orientated- Client Orientated
Personal Competencies <ul style="list-style-type: none">- Action and outcome orientated- Change readiness- Cognitive ability- Learning Oriented	Management / Leadership competencies <ul style="list-style-type: none">- Team Orientated- Impact and Influence- Direction setting

If you do not receive any feedback, within two (2) months after the closing date, kindly assume that your application was unsuccessful. The Council reserves the right not to make any appointment.

 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.

R Stevens, Acting Municipal Manager, P O Box 24, 10 Church Street, Caledon 7230

The council's offer includes benefits such as pension, medical aid and a group scheme as well as a 13th cheque, a housing-/ rental subsidy and settling of furniture removal cost under certain conditions.

Applicants must complete the prescribed application form (TWK Application form) accompanied by a detailed CV with originally certified copies of qualifications and ID document in order to be considered for the position. Application forms must be forwarded to the Senior Manager: Human Resources, Theewaterskloof Municipality, and P O Box 24 Caledon 7230.

Shortlisted candidates will be subjected to a qualification verification, reference check and where necessary undergo screening and vetting.

Please note: No e-mailed, scanned or faxed applications will be accepted. Only original applications forms will be accepted.

Enquiries: Ms. N Baliso - Acting Town Manager: Greyton / Genadendal

Tel: 028 254 9620

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: 04 October 2024 at 12:00 pm. (no applications will be accepted or considered after the closing date)