

THEEWATERSKLOOF

Munisipaliteit * Municipality * uMasipala

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

SENIOR ADMINISTRATOR: PROPERTY MANAGEMENT

Salary: Post level T10 – Between R283 188.00 p.a. – R367 560.00 p.a.

The most eligible candidate must be in possession of a National Diploma (NQF6) preferably in Property Management or Build Environment (**originally certified copy must be attached**) 2 – 5 years relevant experience (**experience must be clearly stated in the application form**) A valid Code B or EB driver's license (**originally certified copy must be attached**). Good interpersonal, verbal and written communication skills. Must be computer literate. Effective communication skills in at least two (2) of the three (3) official languages in the Western Cape, namely English, Afrikaans and Xhosa.

Please note: 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.


- Originally certified copy of National Diploma (NQF6)
- Originally certified copy of Valid Code B or EB driver's license
- Originally certified copy of ID document

Key Performance Areas: Responsibilities would involve the following: Update lease agreements and register * receive and process encroachment applications * draft encroachment advertisements * do site inspections * receive and process open space applications * complete requisitions and obtain quotations in terms of SCM processes * schedule meetings * update performance management dashboard * handle enquiries * 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.

W Hendricks, 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: Mr. R Wessels – Manager Property Management

Tel: 028 2143300

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 March 2025 at 12:00 pm. (no applications will be accepted or considered after the closing date)