

THEEWATERSKLOOF

Munisipaliteit * Municipality * uMasipala

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

SENIOR ADMINISTRATIVE OFFICER: THUSONG SERVICE CENTRE: GRABOUW

Salary: Post level T11 – Between: R356 316.00 p.a. and R462 468.00 p.a.

The most eligible candidate must be in possession of a Senior Certificate or equivalent (**originally certified copy must be attached**) 5 - 8 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**). Must be computer literate. Be able to communicate in at least two (2) of the three (3) official languages in the Western Cape, namely English, Afrikaans and Xhosa. Only applicants with the highest levels of personal integrity will be considered.

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.


- Originally certified copy of Senior Certificate
- Originally certified copy Valid driver's license
- Originally certified copy of ID

Key Performance areas: Coordinate the activities of the Thusong Service Centre * identify the needs of the community regarding services, programmes and activities required at the TSC * Attend meeting with community based organizations and non-governmental organizations regarding their needs for services and activities * Ensure alignment of services at the TSC with vision of the business plan * support and promoting the services rendered at the TSC * Supervise staff at the TSC * Coordinate ad-hoc projects and capacity building at the TSC as determined by community needs * Compile annual budget and business plans of the TSC * Compile funding applications * compile and submit quarterly reports * facilitate and record quarterly tenants meetings * liaise with health and safety officer regarding health and safety matters * other duties as requested from time to time.

Minimum Competency Framework

Core Professional Competencies	Public Service Orientated competencies
<ul style="list-style-type: none">- Written Communication- Resilience- Negotiation and Influencing- Ethics and Professionalism- People Management- Problem Solving	<ul style="list-style-type: none">- Interpersonal Relationships- Service Delivery Orientated- Client Orientated
Personal Competencies	Management / Leadership competencies
<ul style="list-style-type: none">- Action and outcome orientated- Change readiness- Cognitive ability- Learning Oriented	<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, 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. J Marzec-Visagie: Manager Sustainable Development

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