

# KAREEBERG MUNICIPALITY



## ADVERTISEMENT NOTICE NO: 20/2023

Kareeberg Municipality , with its Headquarters in Carnarvon invites suitably qualified candidates to apply for the following vacant posts. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

### DIRECTORATES: CORPORATE SERVICES

### CHIEF: ADMINISTRATIVE OFFICER / TYPIST

Salary: R 381462 (Task Level 12) Level 1

Abovementioned post offers the following benefits:

- 13th Cheque
- Pension fund benefits
- Medical aid fund benefits
- Leave and housing benefits

### Key Requirements:

- Grade 12
- NQF Level 7
- 4 years relevant experience
- Staff supervision skills
- Management skills
- Computer literacy
- Bilingualism
- Negotiation skills
- Skills in planning and organizing

- Sound human relations, communication, negotiation and presentation skills
- Report writing skills
- Creative and analytical thinking
- Ability to work under pressure
- Ability to deal with conflict and to meet deadlines
- Working overtime

### **Duties and Responsibilities:**

#### **The incumbent of the post will be responsible to:**

- Monitor and manage the functional activities of relevant components and staff to ensure acceptable performance levels are sustained and adequate direction provided enabling the section to accomplish laid down objectives.
- Responsible for compilation of all agendas, minutes and relevant administration of Council and its committees.
- Checking that the standards in Registry are maintained.
- Inspecting and verifying completed work of reporting staff to ensure quality, that the due dates are met and if all data (new and changed) is captured on the system.
- Evaluating performance levels by considering verbal and written reports, statistics and performing observations.
- Implementing corrective and motivational action
- Control over the activities of the Administration Section to ensure instructions / guidelines are complied with, services are provided, data accurately updated and related information and records maintained and made available when required.
- Exercise operational control of the Mayoral/Councillor Support unit and administrative/secretariat unit to ensure accurate operational information is maintained and made available on request and specific administrative reporting deadlines are complied with.
- Ensuring that amenities are ready and prepared for events to take place efficiently and effectively.
- Overseeing the distribution of agendas and minutes as well as notices to councilors regarding various meetings, workshops and all activities in respect of which councilors receive invitations, in good time.
- Reading and proof-reading all the above.
- Overseeing and managing the finalization of all Council, Executive Committee and Portfolio and Ad hoc Committee resolutions by way of instruction lists to all officials and report

writers.

- Typing of all correspondence.


Interested persons are requested to forward a letter of application together with a comprehensive CV and certified copies of qualifications to the Municipal Manager. Enquiries can be directed to the Director: Corporate Services, Mr NJ Van Zyl at 053 3823 012.

Closing date: 15 June 2023

MT Mongwe  
Acting Municipal Manager  
PO Box 226  
Carnarvon  
8925  
Tel: 053 3823 012

- Canvassing for selection will automatically disqualify an applicant.
- If no reply to your application has been received within sixty (60) days of the closing date, you should consider your application as being unsuccessful.
- No late or facsimile applications will be accepted.
- No applications will be considered without certified copies of the original documents of qualifications.
- The Council reserves the right not to appoint.
- Correspondence will be limited to short-listed candidates

**MT MONGWE**  
**ACTING MUNICIPAL MANAGER**  
**PO Box 226**

 19/05/23