



LAINGSBURG MUNICIPALITY
EXTERNAL VACANCY
NOTICE NUMBER 110/2023

ADMINISTRATION OFFICER
DEPARTMENT: CORPORATE SERVICES
SECTION: COMMITTEE AND REGISTRY SERVICES
PERMANENT

SALARY SCALE: Post Level T7:R176 772,00 – R 229 464,00 per annum
Additional Benefits: Medical aid (optional), Pension, 13th cheque

REQUIREMENTS

- Grade 12
- Computer Literate in Ms Office package
- Minimum of 1 year relevant experience
- Applicant must be literate in at least two of the three official languages of the Western Cape
- Code EB/B drivers license

SKILLS & KNOWLEDGE REQUIRED

- Good communication and organizing skills
- Ability to work independently and collaboration with a team.
- Attention to detail and strong recordkeeping skills

KEY PERFORMANCE AREAS

- The incumbent will be responsible for general administrative tasks and office administration for the Department.
- Recording of minutes and preparation of notices for Council/Committee meetings;
- Responsible for setting up meetings, generating agendas and minutes, and the distribution of all relevant documentation;
- Create and maintain hard and electronic records of all meetings and information with Committee meetings;
- Perform all administrative activities related to committee meetings;
- Record keeping and filing of all correspondence and any other relevant documentation;
- Responsible for the effective distribution of correspondence to staff;
- Opening and entering incoming and outgoing mail;
- Provide and balance household necessities;
- Capture and filing of all incoming mail and outgoing mail on Collaborator.

The Competencies level for this position is a level 3 as stipulated in Annexure A of the Municipal Staff Regulations Government Notice R890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies.

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management/ Leadership Competencies
<ul style="list-style-type: none">• Use of Technology• Written Communication• Planning and Organising	<ul style="list-style-type: none">• People Management• Task Management	<ul style="list-style-type: none">• Service Delivery Orientation• Interpersonal Relationships• Customer orientation and Customer focus	<ul style="list-style-type: none">• Action and outcome orientation• Resilience• Change readiness• Learning orientation• Problem Solving• Accountability and Ethical Conduct	<ul style="list-style-type: none">• Impact and Influence• Coaching and Mentoring• Team Orientation

ENQUIRIES: MS NOELINE GOUWS (023 5511 019)

CLOSING DATE: 29 DECEMBER 2023

Please note: By applying for this position, the candidate consents to verification checks of qualifications and criminal records. Originally completed applications, accompanied by originally-certified true copies of qualification certificates as well as required driver's licences. Professional Driver's Permits and registration certificates from professional bodies, where applicable. Receipt of applications will not be acknowledged and no supporting documents will be returned, No copies of certified copies will be accepted. The appointment will be subject to an initial probationary period of 6 (six) months after which the permanent confirmation of the appointment shall be reconsidered.

Canvassing with councillors or any other decision-maker/member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application.

Laingsburg Municipality is an Equal Opportunity Employer. Candidates from the designated groups, including those with disabilities are encouraged to apply. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process. If you do not hear from us within 3 (Three) months of the closing date, please regard your application as unsuccessful. The Council reserves the right not to make an appointment and to add/amend/change the salary package.

Submit your application on the Laingsburg Municipal application form (available at the office/municipal website) clearly stating for which post you apply for together with detailed CV and certified copies of qualification for the attention of The Municipal Manager, Private Bag X4, Laingsburg, 6900 or hand deliver applications at Laingsburg Municipality Offices at 2 Van Riebeeck Street, Laingsburg, at Department Corporate Services on or before the closing date.

Administrative enquiries should be forwarded to Human Resources, **Ms Noeline Gouws at (023) 5511 019**



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JAFTA BOOYSEN
MUNICIPAL MANAGER
29 November 2023

Municipal Offices
Private Bag X4
LAINGSBURG
Tel: 023 5511 019