



## ADVERTISEMENT

### ADMINISTRATION OFFICER / COMMITTEE CLERK (COMMITTEE AND SECRETARIAL SUPPORT SERVICES)

NOTICE NO:84/2018  
TASK GRADE 9 OF A CATEGORY 2 LOCAL AUTHORITY  
REMUNERATION: R 165 610.00 – R 214 976.00 PER ANNUM

Applications are invited from all suitable qualified *candidates* for the above-mentioned position.

#### REQUIREMENTS:

- Diploma on Public Management
- Computer Literacy
- Good Organisational and administrative skills, communication skills and problem-solving skills will be an added advantage
- Good Minutes taking and Report writing skills
- Be able to work under pressure
- Code B Driver's license will be an added advantage

#### KEY PERFORMANCE AREAS

- Providing of an administrative support function to the Senior Administrative Officer
- Arranging of all logistical needs for scheduled Council and Committee meetings
- Attending all allocated meetings and availing oneself when required
- Taking minutes as per standard procedure and format
- Compiling of the meeting notice, Agenda packs and allocate these correctly
- Recording meeting proceeding using the correct devices
- Performing any other relevant duties as instructed by the Superior.

Benefits: Medical Aid, Pension, Housing Subsidy and 13<sup>th</sup> Cheque.

Any individual wishes to apply must submit Senqu Municipality Application Form, his/her Curriculum Vitae and attach his/her ID copy as well as certified copies of qualifications to the under mentioned address not later than Friday, 25 May 2018 , 12h00 noon.

**NB no late or E-mailed and faxed applications will be considered**

This council subscribes to the policies of affirmative action and employment equity plan, if you do not hear from us within thirty (30) days after the closing date please consider your application unsuccessful. Further note this council reserve a right not to appoint. Applications to be sent to or handed in at the address below

Senqu Local Municipality

Private Bag X03

Lady Grey

9755

*All enquiries regarding the advert can be directed to the Manager: HR and LR, Ms. Z. Koyana at 051 – 603 2313 during working hours.*

M.M. YAWA

MUNICIPAL MANAGER

**FILE NO: 4/3/2/1/2**

**07/05/2018**