



## **EXTERNAL ADVERT**

**17 X WARD CLERKS (ONE PER WARD)**

**NOTICE NO: 29/2024**

**STIPEND: R4200 PER MONTH**

**CONTRACT PERIOD: *Will be aligned to the term of the 2021/26 Council***

**Senqu Local Municipality, a category 2 municipality that incorporates Lady Grey, Sterkspruit, Barkly East, Rhodes and Rossouw and the environs invites applications from all suitably qualified candidates for the filling of the ward functionality support vacancies mentioned above.**

We are looking for individuals that are driven by high energy levels and a genuine desire to add value and make a difference at Senqu Municipality.

### **KEY RESPONSIBILITIES:**

The Ward Clerks will be responsible for supporting and ensuring the effective functioning of the wards by;

- Proving secretariat support the ward Councillor during ward committee, ward meetings and other ward related business by circuiting the approved calendar, issuing notices, arranging the venue, preparing the agenda for Councillor 's approval, ensuring that all logistical arrangements are made, taking minutes during the meetings and ensuring their safe keeping;

- Liaising with the Public Participation Office to keep them abreast of all the arrangements made to support ward functionality and to request support where required;
- Ensuring that the ward committee functionality is equipped with all the required tools of trade (including the report templates);
- Collecting reports from ward committees and consolidating them once approved by the ward Councillor;
- Reporting ward committee members who are not co-operating to the Ward Councillor and the Public Participation Office for their intervention;
- Advising the ward committees about meetings and training interventions arranged by the Municipality and ensuring that all their logistical arrangements are attended;
- Assisting communities in taking all complaints and redirect to the municipal customer care;
- Assisting the Amenities section in ensuring proper maintenance of community facilities in the wards by overseeing the day to day operation of halls, sport fields, cemeteries, safe guard keys of the halls, reports verbally any damages & vandalism of the halls to the Supervisor Amenities, and reports anything of concern or maintenance needs to Supervisor Amenities.

## **MINIMUM ESSENTIAL REQUIREMENTS AND EXPERIENCE**

- Grade 11
- Experience in involvement in community structures' will be an added advantage

## **CONTRACTUAL INFORMATION**

All applicants are requested to note the following;

- The advertised positions are **NOT** permanent positions and that the duration of the contracts will be linked to the term of the current Council ( i.e. the contracts will terminate without notice when the 5 (five) term of the 2021 Council comes to an end).
- **ONLY** applicants who reside within the Senqu area of jurisdiction and in the ward they are applying for will be considered.



## **APPLICATION PROCESS**

Any individual wishes to apply must submit a completed Senqu Municipality application form, his/her CV, a certified copy of his/her ID copy, certified copies of qualifications and proof of residence to the under mentioned address **not later than Wednesday, 03 April 2024 @ 12h00 noon. NB no late or E-mailed and faxed applications will be considered. Applications must be submitted at the Senqu Local Municipality, 19 Murray Street, Private Bag X03, Lady Grey, 9755**

**PLEASE NOTE: Applicants from Sterkspruit and Barkly East have an option of submitting their application packs in the Sterkspruit Town Hall or Barkly East Town Hall on Monday 25 March from 08h00 to 16h30 and on Wednesday 03 April 2024 from 08h00 to 12h00.**

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.

*All enquiries regarding the advert can be directed to the HR Practitioner, Mr T Mokoka at 051 – 603 1306 during working hours.*

**T A MAWONGA**

**MUNICIPAL MANAGER**

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

**14/03/2024**

