



BEAUFORT WEST MUNICIPALITY

Notice Nr. 124/2019

Staff Vacancy

Beaufort West Municipality is fully committed to service delivery in its municipal area and to the goals set out in the Employment Equity Act (1998) and Council's Equity Plan. In order to promote the Municipality's representation of the people it serves, applications from the designated groups will have preference -

DEPARTMENT: CORPORATE SERVICES

SENIOR CLERK: COMMITTEES – KORP 17

Salary: Post Level T6(1) – R10262.17 pm

Job Purpose

Performs tasks/activities associated with the provision of secretarial support to meetings of council, portfolio committees and general committees and through the application of laid down meeting procedures and recording proceedings at meetings

Requirements

Grade 12. A formal qualification with languages as majors will serve as a recommendation.

*Outstanding writing skills in English and Afrikaans to record council decisions correctly * Must have outstanding typing skills – Computer Literacy in MS Office applications & Adobe Acrobat Professional * 3 years' experience specifically relating to agendas & minutes in a formal corporate/local government working environment * Must be fit and healthy * Willing to attend all meetings after hours*

Duties of the Post

1. Committee Functions – Secretarial Support to council meetings, portfolio committees, general committee meetings and Ad Hoc meetings
2. General Clerical Functions – Minutes and Recordkeeping (preparation of documents and correspondence for circulation)
3. Ensuring that all minutes and agendas are indexed, document and bound in book format
4. The post is required to undertake all administrative requirements and responsibilities within laid down policies and procedures

Benefits

*Attractive benefits are offered such as * Leave Bonus equal to one month's salary * Pension-Provident/Retirement and Medical Aid Fund * Housing Subsidy * Ample leave * Sick leave.*

Closing Date : Friday 18 October 2019

NB: *Should you not be contacted by us within 3 months, please assume that your application has not been successful. Certified copies of documentation of qualifications/valid drivers' licenses must be attached as proof to be considered. 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. Any person canvassing with the view of being appointed in a post shall be disqualified from appointment. **NO APPLICATIONS VIA FAX OR E-MAIL WILL BE ACCEPTED.***

Full particulars and prescribed application forms can be obtained from the website: **www.beaufortwestmun.co.za** or **mrs. L Barnard/ms. IF Durie at telephone 023-4148100. Completed applications should be sent to or handed in at –**

The Municipal Manager, Private Bag 582, Beaufort-West, 6970

Municipal Office
112 Donkin Street
Beaufort West
6970

KJ Haarhoff
Municipal Manager

2019.09.26