



BEAUFORT WEST  
MUNICIPALITY \* UMASIPALA \* MUNISIPALITEIT

**EXTERNAL: Notice Nr: 27/2024**  
**REF NUMBER: KORP 17/ WC0530034**  
**SENIOR CLERK: COMMITTEES KORP 17: WC0530034**  
**DEPARTMENT: CORPORATE SERVICES**

**Job Purpose:**

Perform administrative committee support duties relating to secretariat/ committee functions to assist the section; and perform support duties for events / functions coordination to ensure that the necessary support is provided to the supervisor for the proper execution of such events.

To render a comprehensive administrative support service to Council, the Mayoral- Standing- and various other management and ad-hoc committees through the provision of a functional service in the structuring and administrative involvement (and attendance) of all scheduled meetings.

**Requirements:** - Grade 12; and Computer Literacy: MS Office (Word, PowerPoint, Excel, Access), Adobe PDF Professional, Virtual Platforms (Zoom, Microsoft Teams.)

**Scope of Knowledge:** \*Performs complex administrative functions which require specialised knowledge; and  Operates under limited supervision.

**Experience:** 2 – 5 years

**Skills and Abilities required:** \*Drivers Licence Code B \*Public Relations skills \*Report writing \*Bilingualism \*Good time management skills \*High level of responsibility \*Ability to work under pressure \*Ability to deal with conflict situations.

**Competency Requirements as Stipulated in Annexure A of Government Gazette No 45181 Dated 20 September 2021 Page 52 - 61**

Demonstrates all competencies from level 1 to 2. **Please visit:**

[https://www.gov.za/sites/default/files/gcis\\_document/202109/45181gon890.pdf](https://www.gov.za/sites/default/files/gcis_document/202109/45181gon890.pdf) and read through headings **below:**

- ,Written and Oral Communication \* Attention to detail \*Influencing \* Ethics and Professionalism \* Problem Solving \* Planning and Organising \* Business Processes \* Use of Technology \*Data Processing & Analysis \* Interpersonal Relationships \* Communication \* Service Delivery Orientation \* Client Orientation and Customer Focus \* Action Orientation \* Resilience \* Change Readiness \* Cognitive ability \* Learning orientation

**Key Duties:**

Committee Functions, \*Compilation and distribution of Agenda's \*Writing/Typing of Minutes \* General Clerical Functions, Occupational Health and Safety Secretariat Support and Strategic Planning Services, Perform any other duty as instructed by the immediate supervisor.

**Salary: T6: R12 055, 48 pm R144 665,80 to R187 794,34 per annum Plus Benefits**

**Please Note:** By applying for this position, the candidate consents to verification checks of qualifications and criminal records. Candidates must be willing to be subjected to a rigorous evaluation process. Originally completed applications, accompanied by originally-certified true copies of qualification certificates (degrees, diplomas, certificates, school certificates, etc.) 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 documentation 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.

Beaufort West 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. For more details on vacancies visit our website [www.beaufortwestmun.co.za](http://www.beaufortwestmun.co.za). The Council reserves the right not to make an appointment and to add/amend/change the salary package.

**CLOSING DATE: Friday, 01 March 2024 at 12:00**

**Job Related Enquiries:** Mr. Petrus Strumpher – 023-4148100/ 8103

**General HR Enquiries:** Adriaan Duimpies – 023-4147549 / Imelda Dourie – 023-4148190  
Angilo Jacobs – 023-4147550

Applications, clearly marked, accompanied by a comprehensive CV and details of contactable referees for the abovementioned vacancy must be sent to/handed in at –

The Office of the Municipal Manager, Private Bag 582/112 Donkin Street, Beaufort West 6970

Or

Email to [erecruit@beaufortwestmun.co.za](mailto:erecruit@beaufortwestmun.co.za)