

Witzenberg Municipality with the Head Office in Ceres serves the following areas: Ceres, Tulbagh, Wolseley, Prince Alfred's Hamlet and Op-die-Berg.

DIRECTORATE: CORPORATE SERVICES
SENIOR OFFICER: PROPERTIES
(REFERENCE: COR 44)

Applications are hereby invited from individuals with the applicable qualifications for above vacancy.

Requirements:

- Grade 12 (Appropriate 3 year Diploma)
- Code B Driver's licence
- Negotiating skills
- Good interpersonal and communication skills
- Be able to work independently
- Computer literate in MS Word, Outlook and Excel
- Fluent in at least 2 of the 3 languages spoken in the Western Cape
- Good planning, writing and calculating skills

Duties:

- Do the planning of the section's activities on a day to day basis
- Adminstrate the transfer of property in respect of the sale of vacant and redundant land as approved by Council
- Adminstrate the transfer of property in respect of the sale of municipal buildings
- Adminstrate the transfer of property in respect of the purchase of land for road widening / development purposes
- Adminstrate the lease of property in respect of the long term lease of sport fields and facilities
- Adminstrate the lease of property in respect of the lease of properties/ land by public tender
- Adminstrate the lease of property in respect of the lease of agricultural land
- Responsible for the correspondence regarding general enquiries from the public regarding property leases
- Handle personal visits by members of the public / developers regarding properties
- Responsible to formulate the relevant documentation, obtain property values, formulate standard contract and report to Council and make the necessary arrangements with the Council's attorneys to ensure the proper handling of transactions
- Developing and maintaining a database of all municipal contracts
- Implementing and maintaining measures to ensure the effective administration of all municipal contracts in respect of expiry and renewal
- Liaising with relevant directorates / parties to ensure timely renewal of contracts
- Attending to the correctness and payment of accounts with regard to legal services delivered by Council's attorneys
- Maintaining registers and records associated with the Council's immovable assets
- Do the evaluation and submitting of reports and making recommendations where applicable to political and decision-making structures

Salary: R183 255.36 per annum (Post level T12 of a Grade 4 Municipality)

Interested candidates **must** send a Witzenberg Municipality application form with a detailed CV accompanied by a covering letter, certified copies of qualifications, drivers licence and three (3) names of work related references to the Human Resource Manager, P.O. Box 44, Ceres, 6835 or Fax to 023 – 3161877 or E-mail to: admin@witzenberg.gov.za. For further enquiries you may contact the Manager Human Resources at Telephone number 023 – 3161854.

Closing Date: 24 FEBRUARY 2012

Note: Canvassing of Councillors or any member of the Appointment Committee will result in automatic disqualification. Applicants that do not receive a reply within two months after the closure of the applications should consider their application unsuccessful. Witzenberg Municipality reserves the right not to appoint.

Witzenberg Municipality fully supports Employment Equity (in terms of the Employment Equity Act)