

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

CORPORATE SERVICES ADMINISTRATION CHIEF ADMINISTRATION OFFICER (REFERENCE: COR 3) PERMANENT APPOINTMENT – CERES

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

Requirements:

- A 3 Year relevant NQF Level 6 qualification in Public Administration / Public Management.
- Code B driver's licence.
- 5 Years relevant administration experience in the government sphere.
- Computer literacy in MS Office applications.
- Good interpersonal, planning and communication skills.
- Good supervisory, control, human relations, interpersonal and communication skills.
- Good interpersonal and communication skills and ability to give attention to detail; mentally fit and able to do the work.
- Must be fit and healthy to carry out duties, with good eyesight, hearing, and speech ability.
- Must be able to function effectively in difficult working conditions.
- High level of responsibility, ability to work under pressure, and ability to handle conflict.
- Required to work overtime and/or outside normal working hours during emergencies and planned overtime.
- Must perform duties in the whole municipal area.
- Fluent in at least 2 of the 3 languages spoken in the Western Cape: Afrikaans, English or IsiXhosa.
- **Please note:** A performance agreement is also applicable to this position whereby the employer reserves the right to institute a performance management program.

COMPETENCY REQUIREMENTS OF THE POST		
No	Category	Competency
1.	Core Professional Competencies	Use of Technology; Written Communication; Planning and Organising;
2.	Functional Competencies	People Management; Task Management
3.	Public Service Orientation Competencies	Service Delivery Orientation; Interpersonal Relationships; Client Orientation and Customer Focus.
4.	Personal Competencies	Action Orientation; Resilience; Change Readiness; Learning Orientation; Problem Solving; Accountability and Ethical Conduct;
5.	Management / Leadership Competencies	Impact and Influence; Coaching and Mentoring and Team Orientation

Duties

- Take all steps relating to arrangements of meeting and the preparation of the Council Chamber; Take notes and prepare draft minute at meeting as directed; Check and submit final document to the manager Administration; Prepare reports to the Executive Mayoral Committee; Check and distribute executive correspondence; Arrange that all executive Mayoral decisions be conveyed to internal Directorates/Sections and public; Oversee that all Mayoral decisions are implemented and executed.
- Ensure that delegations are evaluated regularly for their compliance with administrative legal principles and recommend change as the needs arise; Provide information and advice to other departments with regard to agreements and reports to Council.
- Control and ensure that an efficient and effective messenger service is in place.
- Control and coordinate the delivery of auxiliary services with regard to photocopying, reproduction service, typing, switchboard, client services and catering services.
- Organize catering for meetings and a variety of functions; Co-ordinate specific logistical and procedural requirements associated with Council's meeting and Committee support functions; provide guidance on meeting procedures and serve as custodian of such proceedings

- Allocating secretarial resources in accordance with the status and complexity of meetings and submitting completed schedules for approval and execution.
- Ensuring the implementation of Council's resolution by means of instruction sheets and cuttings (extracts from minutes of Council and its committee meeting) are compiled by the Administration officers for distribution via Record Section to the relevant Departments for execution thereof.
- Ensuring that the Admin Officer responsible for a particular agenda/meeting imposes fines on Councillors for non-attendance of Council and its committee meetings.
- Referring to Council's schedule of meetings and arranging and confirming the venue with due consideration given to the number of delegates attending and facilities required.
- Communicating with internal departments and/ or external service providers in respect of the stationery and equipment needed for specific sessions; Compiling Council's annual program of scheduled meetings.
- Providing fully functional secretarial support to various Committee and Sub-Committee meetings.
- Communicating with Office Bearers to establish items for inclusion in the agenda.
- Submission of investigational/general reports and proposals supporting agenda items.
- Ensuring that all supporting information is included with specific items to eliminate any possible confusion.
- Responsible for scrutinizing all draft agendas for correctness prior to having it signed and distributed.
- Accessing and making information available prior to the meeting to the Chairperson and I or representatives on specific items for discussion, referring to Council resolution, reports and correspondence.
- Provide administration support in preparing items and render a translation service.
- Co-ordinate the compilation of Council agenda and minutes as well as reports to standing committees.
- Oversee the typing and printing of all official and general documents through word processing.
- Responsible for the compilation and generation of all official documents for inclusion in the relevant agenda and minutes of Council. Committees and co-ordinates the provision of an efficient and effective translation service for Council.
- Monitors the use of languages in the municipality pertaining to the translation of documents/adverts/notices and press releases of Council, recommendations, and summaries of all items and gives instructions for any translation request to be executed as a matter of priority.
- Coordinate the functioning of the translator in order to prioritize translation/interpretation requests and work received.
- Allocate and distribute committee function work amongst the subordinate personnel; coordinate activities relating to meetings, such as the deadlines in accordance with the rules of order for council and its committees; Advertise council and committees in the media in accordance with the Municipal System Act; Check and scan through all meeting agendas and correspondence for correctness.
- Compile a work schedule for the compilation of agendas for Council and Committee meetings in order to distribute work evenly.
- Coordinate the rendering of an efficient translation service throughout the municipality.
- Ensure a high standard of typing, printing and copying of official documentation (Minutes and Agendas) as well as other documentation for which the section is responsible; Coordinate the systematic safekeeping of agendas and coordinate the systematic safekeeping of meetings.
- Ensure that a Procedure Manual pertaining to Committee functioning is compiled and maintained.
- Responsible for sourcing quotations in terms of the Supply Chain Policy.
- Responsible for the administration and sequencing of all official donations.
- Responsible for all in- house maintenance requirements for the whole of the Witzenberg Municipality offices.
- Monitor and audit the telephone expense account of council administration staff.
- Liaise with both internal and external stakeholders on council matters; communicate with departmental heads regarding the inclusion of items in agendas; Planning and sourcing information in conjunction with the various departments; Obtain information from departments in order to finalize planning for items for specific agendas; communicate resolutions to the various stakeholders in expediting the action deriving from it; Communicate meeting dates and times to Councillors to ensure attendance.
- Interact with the various Chairmen of Committees in order to verify the correctness of agendas and minutes.
- Handle all staff matters that may have an effect on the smooth functioning of the section; Assign work, check work and monitor the performance of subordinates to identify possible problems before it affects productivity; deal with grievances and disciplinary matters and assess the performance of individuals and control leave arrangements by recommending or disapproving leave applications.

Salary: R 495 954.99 per annum (Post level T13 of a Grade 4 Municipality)

Interested candidates must complete an official application form, available on our website at www.witzenberg.gov.za or at the Municipal Buildings at ODB, Wolseley, PA Hamlet, Tulbagh, and the main Office at Ceres. **(Applicants who do not fully complete the official application form and who do not submit certified copies of qualifications/identity documents/ driver's license will not be considered)** With a detailed CV accompanied by a cover letter, certified copies of qualifications, driver's license, and three (3) names of work-related references (with email address of referent – the referent must be work-related) to the Senior Recruitment Practitioner, 50 Voortrekker Road, Ceres, 6835 or email to: jobs@witzenberg.gov.za. No CVs will be returned on the applicant's request; therefore, please do not send us your original certificates. For further inquiries, you may contact Mr. H. Arendse at the Human Resources Department at Telephone number 023 – 3161854. Disclosure of incorrect information will lead to disqualification.

Closing Date: 04 SEPTEMBER 2026 BEFORE 12H00

Please note: Canvassing of Councillors or any member of the Appointment Committee will result in automatic disqualification. Applicants who do not receive a reply within one (1) month after the closure of the applications should consider their application unsuccessful. Applications received after the closing date will not be accepted or considered. Witzenberg Municipality reserves the right not to appoint. Your application will be subjected to verification of qualifications as well as credit and criminal record checks.

Please state the reference number on your application

(Witzenberg Municipality fully supports and encourages designated groups to apply (in terms of the Employment Equity Act)

**Municipal Manager
D Nasson
04/03/22**

21 AUGUST 2026