WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

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

DIRECTORATE: TECHNICAL SERVICES
TECHNICAL ADMINISTRATION
SENIOR ADMINISTRATIVE OFFICER (REFERENCE: TEC 2)
PERMANENT APPOINTMENT – CERES

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

Requirements:

- Grade 12
- National Diploma (NQF6) in Public Administration / Public Management.
- Computer literacy (MS Applications).
- A valid Code B driver's licence.
- 5 - 8 years' experience.
- Discretion and trustworthiness.
- The ability to be proactive and take initiative.
- Organisational, planning, and multitasking skills.
- Good human relations, interpersonal, and communication skills and the ability to prioritize and organize.
- Ability to give attention to detail and accuracy.
- Positive, can-do attitude, flexibility and adaptability, and a high level of responsibility.
- Judgment and decision-making ability.
- Ability to work under pressure and with tact and diplomacy.
- Ability to deal with conflict situations, uphold a strict level of confidentiality, and have good telephone etiquette.
- Fluent in 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.

Competencies:

COMPETENCY REQUIREMENTS OF THE POST		
No	Category	Competency
1.	Core Professional Competencies	Written Communication, Oral Communication, Attention to Detail, Influencing, Ethics and Professionalism; Organisational Awareness; Problem Solving; Planning and Organising
2.	Functional Competencies	Business Processes; Use of Technology & Data Processing & Analysis
3.	Public Service Orientation Competencies	Interpersonal Relationships; Communication; Service Delivery Orientation; Client Orientation and Customer Focus
4.	Personal Competencies	Action Orientation; Resilience; Change Readiness; Cognitive ability; Learning orientation

Duties:

- Preparing office circulars based on directives/decisions taken at management meetings and formulating responses to correspondence received to facilitate clarification and understanding in collaboration with the Director, Technicon Services.
- Collating information and/or conducting routine investigations to establish facts for inclusion in responses to internal/external communications (position papers, reports, etc.).
- Identifying the key deliverables and immediate goals detailed in the Municipality's strategic plans (Integrated Development Plan, Budget, Service Delivery Budget Implementation Plan, etc.).
- Maintaining the Service Delivery Budget Implementation Plan of the Directorate on the electronic performance management system and ensuring the correctness of details in collaboration with the Director of Technical Services.
- Take all steps relating to arrangements of meetings and the preparation of Directorate- Technical Services.
- Provide fully functional secretarial support to various Committees and Sub-Committees sitting (Directorate of Technical Services Department) by taking notes and preparing draft minutes at meetings as directed by the Director of Technical Services.
- Attend specific meetings as directed, record discussions, and prepare and circulate minutes to directorates outlining agreed steps and actions.
- Interact with personnel with a view to consolidating, referring, and responding to specific enquiries or clarifying routine procedural interpretation and understanding.
- Liaise with both internal and external stakeholders on the Director of Technical Services' matters as directed.
- Communicate with departmental heads regarding the inclusion of items on agendas as directed
- Interact with the Director of Technical Services continuously to establish an effective base of communication in the continuation of tasks
- Interact with Directorates to obtain views and opinions and to provide guidance with routine problem-solving
- Communicating with the Director of Technical Services and/or directorates and establishing critical priorities for scheduling purposes.
- Organising, confirming, updating, and scheduling the Director of Technical Services' diary and annual calendar, meetings and appointments with the Executive Mayor, Speaker, Councillors, Directors, external parties, etc., arranging venues and attending to catering requirements and/or alerting or indicating priority/urgent actions requiring attention.
- Performing work assignments using word processing and database software or other office applications (MS Office, etc.) to access, sort, merge, and/or update data or documents and to compose correspondence, PowerPoint, spreadsheets, reports, schedules, etc. from drafts, transcripts, recorded dictation, taped recordings or verbal instructions.
- Providing expert MS Word and Excel processing and related support services associated with the compilation of reports and documents by inserting graphs/tables, page breaks/numbers, editing, and ensuring that the table of contents is correct.
- Attending to telephone calls and visitors to the Department, establishing the nature of visits and directing requests to appropriate personnel, maintaining professional telephone etiquette, and ensuring that visitors are received in such a manner that the professional image of the Office is enhanced.
- Liaise effectively with internal departments and external organisations on behalf of the Director of Technical Services.
- Co-ordinating the decor and layout, food/beverage service, invitations, venue reservations, protocol requirements, etc. for executive events and functions, and liaising with relevant service providers.
- Preparing and obtaining quotations for the procurement of goods and services for the event/function, arranging the printing/photocopying of relevant material, and distributing invitations in accordance with the invitation list.
- Monitor financial control over the Departmental CAPITAL expenditure vote, ensuring that all Managers who report to the Director of Technical Services keep the budget within the expenditure projects.
- Coordinate requisitions for orders on financial systems for the Directorate
- Contact with the public and other departmental staff concerning departmental matters by effective personal Contact, telephonic conversations, and written communication concerning departmental matters, e.g., service requests, payments, orders, and complaints
- Give verbal feedback to the superior regarding the area of responsibility.

Salary: R 373 129.02 per annum (Post Level T11 of a Grade 4 Municipality)

Interested candidates must complete an official application form, which is available on our website at www.witzenberg.gov.za or at the Municipal Buildings in ODB, Wolseley, PA Hamlet, Tulbagh, and the main office in 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 or E-mail 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, please contact Mr. H. Arendse at the Human Resources Department at Telephone number 023 – 3161854. **Disclosure of incorrect information will lead to disqualification.**

Closing Date: 12 NOVEMBER 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. All information received shall be treated with strict confidentiality and shall not be used for any purpose other than to assess the suitability of the applicant. 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
04/03/2/5