

Witzenberg Municipality comprises of the following towns namely, Ceres, Tulbagh, Wolseley P.A. Hamlet and Op die Berg.

**DIRECTORATE CORPORATE SERVICES  
ADMINISTRATION  
MANAGER: ADMINISTRATION (REFERENCE: COR 2) - HEAD OFFICE  
PERMANENT APPOINTMENT - CERES**

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

**Requirements:**

- A relevant B degree (NQF 7) in Public Administration
- Valid Code B Driver's License
- A valid Computer Literacy Certificate (MS Applications)
- 8 years relevant experience of which 2 years must be at Supervisory level
- Managerial and strategic planning skills
- Knowledge of Archive Act
- Good interpersonal and communication skills
- Supervisor skills
- Be able to work independently
- 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.

**Competencies**

| No | Category                                | Competency   | Competency descriptive |
|----|---|--|------------------------|
| 1. | Core Professional Competencies          | Written Communication; Oral Communication; Attention to Detail; Influencing; Ethics and Professionalism; Organisational Awareness; Problem Solving and 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  |                        |
| 5. | Management / Leadership Competencies    | Impact and Influence; Team Orientation; Direction Setting; Coaching and Mentoring  |                        |

**Duties:**

- Do strategic planning management with regard to the future method of functioning of the Section
- Submit budget proposals for funding of change strategy.
- Include Records Management as an objective in the municipality's strategy and strategic plan.
- Manage and monitor the implementation of procedures and systems associated with legal and statutory requirements.
- Manage the operational activities of the subsections in terms of: Administrative Support Services to Directorates; Archive Management and Council support.
- Manage the Administration Sub-Sections, including Secretariat; Registry and Archives and Client Services
- Plan the Section's activities on a day-to-day basis to ensure effective functioning and manage the performance of staff with respect to the daily
- Manage the Section's budgetary requirements and apply budget control.
- Compile a short and long-term Operating Budget and Capital Budget for the Sections Administration, Secretariat, Information Technology, Client Services and Council for submission to Department Finance.

- Read and evaluate new regulations of the Council to see that it conforms to the Council's daily requirements and to the applicable Acts and make amendments where necessary.
- Read and interpret legal documents (e.g. contracts, policies, resolutions, etc.) of the Council to ensure that it conform to statute laws and makes necessary recommendations.
- Formulate contract documents to minimize the possibility of legal claims
- Ensure that the procurement process regarding tenders has been adhered to in terms of the Supply Chain Management Act.
- Compile tender documents in terms of the Council's Procurement Policy regarding Administration
- Oversee the placement of advertisements inviting tenders in applicable newspapers.
- Manage the administration of Council, Portfolio Committees and Mayoral Committee
- Oversee the administrative functions related to the preparation of reports and compilation and distribution of agendas and minutes for meetings.
- Manage the specific logistical and secretarial sequences prior to and at meetings.
- Manage and oversee that all and control the securities are stored in a fireproof place and that securities are properly registered in the appropriate Securities Register
- Manage and control that notice of renewal of contracts are sent out timeously to the responsible Department/person
- Monitor the capacity of the Registry and Records facilities to: Accommodate the receipt of archival items; Storage of documentation and correspondence; Retrieval of archived documentation; Circulation processes with respect to: Information; Correspondence; Documentation containing resolutions, decisions, actions and queries
- Manage and oversee the archiving procedures in respect of archival records
- Manage the appraisal of records to establish archival values and determine the preservation requirements in respect of Documents; Maps; Photographs; Micro-film; Films and Video and sound recording tapes
- Administer and enforce the requirements of the Acts.
- Compile, administer and manage Council's policy regarding the making available of privileged information.
- Receive and evaluate requests for access to information.
- Perform as Council's responsible officer as delegated to exercise the powers and discharge the duties in terms of the Regulation of Gatherings Act 1993 (Act 305 of 1993) for the Municipality.
- Consult with the convener of the gathering and based on information obtained, decide to approve or disapprove a gathering.
- Manage and coordinate both verbal and written tasks that need to be executed by the different Departments.
- Monitor Council resolutions regarding the execution thereof and report to the Departmental Heads and Municipal Manager on the status quo.

## **Salary: R 649 217,88 per annum (Post level T16 of a Grade 4 Municipality)**

Interested candidates must complete an official application form which is obtainable on our website: [www.witzenberg.gov.za](http://www.witzenberg.gov.za) or at the Municipal Buildings at ODB, Wolseley, PA Hamlet, Tulbagh, and 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 and who do not provide three work-related contactable references 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 an email address of your referent must be work-related)** to the Human Resource Manager, PO Box 44, Ceres, 6835 or Fax to 023 – 3161877 or E-mail to: [admin@witzenberg.gov.za](mailto:admin@witzenberg.gov.za). For further enquiries, you may contact Mrs IM Barnard or Mr H Arendse at the Human Resources Department at Telephone number 023 – 3161854. **Disclosure of incorrect information will lead to disqualification.**

## **CLOSING DATE: 18 OCTOBER 2024 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 Employment Equity (in terms of the Employment Equity Act))**

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

**01 OCTOBER 2024**