

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

**DIRECTORATE: CORPORATE SERVICES
ADMINISTRATION DEPARTMENT
COMMITTEE OFFICER (REFERENCE: COR 13)
(PERMANENT APPOINTMENT) - CERES**

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

Requirements:

- National Diploma (NQF 6) in Administration or a Secretarial National Diploma (NQF 6) or equivalent.
- Computer literacy (MS Applications).
- 3-5 years of relevant administrative experience required (corporate minute-taking and Quality Assurance).
- A valid Code B driver's licence.
- Good supervision, human relations, interpersonal, and communication skills.
- Ability to give attention to detail.
- Must be fit and healthy to carry out duties.
- Good eyesight, hearing, and speech ability
- Must be able to function effectively in difficult working conditions.
- Must be mentally fit and able to do the work.
- High level of responsibility, ability to work under pressure, and ability to handle conflict.
- 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	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; Customer orientation and customer focus
4.	Personal Competencies	Action Orientation; Resilience; Change Readiness; Learning Orientation; Problem Solving and Accountability; and Ethical Conduct
5.	Management / Leadership Competencies	Impact and Influence; Team Orientation; Coaching and Mentoring

Duties:

- Co-ordinate specific logistical and procedural requirements associated with the Council's meetings and Committee support functions
- Provide information on meeting procedures and serve as custodian of such proceedings
- Allocate secretarial resources in accordance with the status and complexity of meetings and submit completed schedules for approval and execution.
- Communicate with Departmental Heads regarding the inclusion of items in agendas.
- Plan and source 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.
- Provide secretarial support to various Committees and Sub-Committees' sittings.
- Communicate with Office Bearers to establish items for inclusion on the agenda.
- Submit investigational and general reports and proposals supporting agenda items.
- Ensure 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.
- Circulate notifications, agendas, and minutes of previous meetings to Access and make information available prior to the meetings to the Chairperson and/or representatives on specific items for discussion, referring to Council's resolutions, reports and correspondence.
- Support with regard to various logistical arrangements.
- Ensure effective sound recordings of all council meetings.
- Responsible for the completion of CD recordings and protection thereof.
- Assist the Manager of Administration with the tender process, seeking quotations and requisitions.
- Co-ordinate the compilation of Council agendas and minutes as well as reports to Standing Committees.
- Type and print all official and general documents through word processing.
- Responsible for the compilation and generation of all official documents for inclusion in the relevant agendas and minutes of the Council's Committees.
- Translating municipal documents such as reports, Letters or any other documentation in at least two of the official languages of the Western Cape.
- Translate recommendations and summaries of items that were served before Council and its Committees.
- Forward translation requests electronically, via e-mail or telephonically.
- Proofread all translations prior to dispatching back to the requestor and typing of translated documents.
- Translate PowerPoint slides for public participation.
- Ensure the successful implementation of the municipal language policy by liaising and communicating with other municipalities regarding language issues.

Salary R 316 061.15 per annum (Post level T10 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
04/03/22**