



BEAUFORT WEST  
MUNICIPALITY \* UMASIPALA \* MUNISIPALITEIT  
EXTERNAL: Notice Nr: 94/2023

X1 SENIOR ADMINISTRATIVE OFFICER  
REF NUMBER: Korp 18/ WC0530036  
DEPARTMENT: CORPORATE SERVICES

**Job Purpose:**

- The aim of this position is to perform professional administrative sequences and duties to the Department Corporate Services and;
- Supervise subordinate personnel.

**Requirements:**

Grade 12, Computer Literacy: MS Office

**Added Advantage** - NQF Level 7: Degree or Advance Diploma in Public Management // Public Administration/ Law Degree

**Scope of Knowledge:**

Specialised knowledge of administrative processes and procedures within a functional area /s. \*Supervises more junior clerical staff; and \*Knowledge of Archive Act.

**Experience:**

5-8 years' relevant experience with supervisory experience.

**Skills and Abilities required:**

Drivers Licence Code B \*Public Relations skills \*Report writing \*Bilingualism \*Negotiation skills \*Good management \*High level of responsibility \*Ability to work under pressure \*Ability to deal with conflict situations

**Competency Requirements as Stipulated in Annexure A of Government Gazette No 45181 Dated 20 September 2021 Page 52 - 61**

Demonstrates all competencies from level 1 to 3. **Please visit:**

[https://www.gov.za/sites/default/files/gcis\\_document/202109/45181gon890.pdf](https://www.gov.za/sites/default/files/gcis_document/202109/45181gon890.pdf) and read through headings below:

Written and Oral Communication \* Attention to detail \*Influencing \* Ethics and Professionalism \*Organisational Awareness \* Problem Solving \* Planning and Organising \* Business Processes \* Use of Technology \*Data Processing & Analysis \* Interpersonal Relationships \* Communication \* Service Delivery Orientation \* Client Orientation and Customer Focus \* Action Orientation \* Resilience \* Change Readiness \* Cognitive ability \* Learning orientation \* Impact and Influence \* Team Orientation \* Direction Setting \* Coaching and Mentoring

**Key Duties:**

Functional Planning, Co-Ordination and Control \*Monitor and manage the functional activities of relevant components and staff \* Control over the activities of the section \* Plan and supervise utilisation of resources \*Disposal and Lease of Municipal Properties \* Supervising of Committee Services \*Provides secretariat support to various Committee and Sub Committee sittings within the municipality in the absence of the Senior Clerk: Committees and Agendas \*Execute administrative functions regarding property administration \* Departmental Requisitions \*Execute administrative functions regarding securities \*Departmental Inventory \*Supervision of the translated texts \*Integrate translation function in administration / communication process \*Formal and Informal Reporting

Salary: T09: R17 528.39 pm

R210 340.68 to R273 041.38 per annum

Plus Benefits

**SALARY SUBJECT TO TASK JOB EVALUATION UNIT OUTCOMES**

---

**Please Note:** By applying for this position, the candidate consents to verification checks of qualifications and criminal records. Candidates must be willing to be subjected to a rigorous evaluation process. Originally completed applications, accompanied by originally-certified true copies of qualification certificates (degrees, diplomas, certificates, school certificates, etc.) as well as required driver's licences, Professional Driver's Permits and registration certificates from professional bodies, where applicable. Receipt of applications will not be acknowledged and no supporting documentation will be returned. No copies of certified copies will be accepted. The appointment will be subject to an initial probationary period of 6 (six) months after which the permanent confirmation of the appointment shall be reconsidered. No applications via fax or e-mail will be considered unless the original application & documents are received on/before the closing date.

Canvassing with councillors or any other decision-maker/member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application.

Beaufort West Municipality is an Equal Opportunity Employer. Candidates from the designated groups, including those with disabilities are encouraged to apply. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process. If you do not hear from us within 3 (three) months of the closing date, please regard your application as unsuccessful. For more details on vacancies visit our website [www.beaufortwestmun.co.za](http://www.beaufortwestmun.co.za). The Council reserves the right not to make an appointment and to

add/amend/change the salary package.

**CLOSING DATE: Friday, 23 Junie 2023 at 12:00**

---

**Job Related Enquiries:** Mr. Petrus Strumpher – 023-4148100/ 8103

**General HR Enquiries:** Adriaan Duimpies – 023-4147549 / Imelda Dourie – 023-4148190  
Angilo Jacobs – 023-4147550

Applications, clearly marked, accompanied by a comprehensive CV and details of contactable referees for the abovementioned vacancy must be sent to/handed in at –

The Office of the Acting Municipal Manager, Private Bag 582/112 Donkin Street, Beaufort West 6970

DE Welgemoed  
ACTING MUNICIPAL MANAGER

**Notice Period 09.06.2023 – 23.06.2023**