



DIRECTORATE: COMMUNITY SERVICES
DIVISION: WASTE, ENVIRONMENT AND FACILITIES MANAGEMENT
SECTION: ADMINISTRATION SUPPORT
INTERNAL STAFF VACANCIES
POSITION: SENIOR CLERK: ADMINISTRATION
Notice Number: 116/2026
Ref Number: WC0531071 – GES 94



SALARY: T6 - R13.427.58 - R17.430.68 PM - R161.130.91 TO R209.168.12 PA

Additional Service Benefits: Medical Aid, Pension, Housing Allowance (Subject to prescribed requirements), 13th Cheque and Group Life Insurance

JOB PURPOSE:

The purpose of this post is to provide administrative and operational support to the Waste, Environment and Facilities Management Division through the coordination of information, records, customer service and departmental processes in order to ensure effective administration, efficient service delivery and compliance with municipal procedures.

MINIMUM REQUIREMENTS and EXPERIENCE:

Grade 12; Computer Literacy: MS Office; Performs complex administrative functions which require specialized knowledge; and Operates under limited supervision; 2-5 years' relevant experience.

COMPETENCIES: MSR Page 52 – Level 2

Core Professional Competencies: *Written Communication *Oral Communication *Attention to Detail* Influencing *Ethics and Professionalism * Organizational Awareness *Problem Solving*Planning and Organising

Functional Competencies: *Business Processes *Use of Technology *Data Processing & Analysis

Public Service Orientation Competencies: *Interpersonal Relationships *Communication *Service Delivery Orientation *Client Orientation and Customer Focus

Personal Competencies: Action Orientation *Resilience *Change Readiness *Cognitive ability *Learning orientated

Management/ Leadership Competencies: *Impact and Influence *Team Orientated *Direction Setting *Coaching and Mentoring

KEY PERFORMANCE AREAS:

- Controls the administrative requirements associated with the Directorate
- Monitors the consolidation, processing and presentation of functional information
- Co-ordinates the administrative dimension associated with the processing of related queries and complaints at the Call Centre
- Controls workflow processes and output levels of administrative personnel
- Performs specific activities associated with providing support to line functions
- Informal Reporting, Formal Reporting and Production of Documents
- Provide comprehensive administrative support for Waste Management, Cemetery Services, Parks and Facilities Management, including records management, client administration, data capturing and general office administration
- Administer cemetery services, burial records, public facility bookings and related administrative processes
- Provide administrative and operational support to waste management, parks and facilities maintenance teams
- Provide administrative support for departmental projects, environmental programmes and operational initiatives
- Provide administrative and logistical support for environmental awareness campaigns and waste minimization programmes.
- Ensure compliance with municipal policies and environmental legislation while providing frontline customer service
- Perform any other related duties as instructed by Supervisor

Job Related Enquiries:
General HR Enquiries:

Mrs. VV Ruiters – 023-4148172
Pablo Mokoaleli – 023-4147549/8141

INSTRUCTIONS TO APPLICANTS

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 licenses, 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.

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

Disqualification: Please note that the following will lead to disqualification:

Not using the formal application form.

Non-submission of required documents or submission of fraudulent documents. Canvassing with Councilors and/or officials with the aim to be appointed.

Non-adherence to the instructions on the advertisement.

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. The Council reserves the right not to make an appointment and to add/amend/change the salary package and to add/amend/change the Job description.

The appointment will be subject to the need for signing of an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest. A 6 month probation period is applicable to this post.

CLOSING DATE: FRIDAY, 17 JULY 2026 AT 12:00

Job Related Enquiries: Mrs. Vuyo Ruiters – 023-414 8172

General HR Enquiries: Mr. Pablo Mokoaleli – 023-414 7549/8141

Applicants must submit a formal application form with all fields completed and a comprehensive CV, certified copies (not older than 6 months) of relevant qualifications, identity document and driver's license, if applicable.

Applications 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
Or email to

erecruit@beaufortwestmun.co.za

G. Esau
ACTING MUNICIPAL MANAGER

25 June 2026