



EXTERNAL VACANCY CORPORATE SERVICES

Applications are hereby invited from suitably qualified and experienced persons for the following vacant position:

POST: ADMINISTRATOR: NIEU-BETHESDA

SALARY TK: 11

SALARY SCALE: R312 360 – R405 495

QUALIFICATION: SKILLS AND EXPERIENCE REQUIRED

- Grade 12
- Diploma in Public Administration
- Code EB Driver's License
- Computer literacy
- Knowledge of the Local Government Sector and applicable legislation
- Planning and organising skills
- Good analytical and negotiation skills
- People leadership and management skills
- Report writing skills
- Sound administrative skills
- Good verbal and written communication skills
- Good interpersonal skills
- 2 years local government experience

CORE RESPONSIBILITIES

- Analysing performance of current administrative, technical and operational systems against municipal requirements and best practices to support accountable service delivery e.g. revenue and debt collection, safeguarding of municipal assets, management of public amenities, refuse removal, waste water plant operations, management of pounds/ commonages, etc.
- Consolidating the income and expenditure estimates for specific functions, preparing the draft budget and, monitoring financial budget with a view to correcting and/ or reviewing applications and processes.
- Preparing and presenting to the Manager Administration operational intent and interventions designed to drive service delivery and alignment of critical support service functions.
- Defining/ adjusting the role boundaries, workflow processes and job design against laid down service delivery requirements.
- Conducting appraisals to measure performance against agreed objectives, counseling and consulting with personnel on short-term targets and standards.
- Monitoring the adequacy of current training interventions through the evaluation competency demonstrated in workplace application and prepares assessment and progress reports for inclusion into the consolidated Skills Development Plan of the Department.
- Analyzing statistical information pertaining to staff attendance, overtime, leave and addressing deviations or occurrences of abuse and/ or workplace conflict through the implementation of corrective measures in accordance with Human Resources Policies and Procedures.
- Analyzing trends, operating requirements and forward plans to establish/ determine funding/ expenditure for the period.
- Evaluating the sections performance against budget and addressing deviations/ variances with appropriate personnel.

- Monitoring and implementing corrective measures to rectify deviations/ acts contrary to financial regulations, audit requirements and departmental procedure.
- Communicating with the Council's Financial Section on audit findings and recommendations and institutes the necessary investigational or corrective measures in order to ensure accurate estimates are prepared in relation to requirements enabling the Unit to contribute positively towards meeting maintenance objectives and sustaining the quality and standards of service delivery.
- Preparing investigational, productivity and performance reports referring to statistical data and qualitative information related to service delivery initiatives of the Unit for the attention of the Manager Administration for consideration and inclusion into Council and Sub Committee reports.
- Monitoring Organizational Transformation & Institutional Development through verifying that that proper planning is taking place on a daily basis; proper communication on a daily basis to employees; that employees are skilled and capable to function effectively; verifying that HR functions are carried out on a daily basis example, application for leave, etc. updated lease register; compiling investigational reports and / or responses to correspondences and queries, undertaking research or extracting information and records to support content, recommendations and/ or opinion.
- Maintaining the activity and recordkeeping systems and/ or executing specific actions to facilitate the updating of registers and schedules.
- Monitoring operational and situational studies highlighting positive and negatively impacting variables constraining delivery and maintenance of services.
- Monitoring Infrastructure Development through verifying that all households have access to water, electricity, sanitation, refuse removal and waste management; ensuring support to communities on housing needs; ensuring that all activities re Public Works are taking place example, road signs, filling of potholes, maintenance of streets, kerbs and paving, proper management of Solid Waste Sites, that all environmental requirements are met; recycling program is in place; assisting residents with issues related to Town Planning as well as the oversight to see the buildings plans etc. have been attended to; Clean towns and good management landfill sites; Fire Services and Law Enforcement; availability of sport facilities; space in cemeteries; that pounds are available; and proper functioning of libraries.
- Monitoring Local Economic Development through verifying that an environment is created wherein economic development can take place, example requests attended for commonage land, training on business skills can take place, LED official to be available to assist with all functions related to LED; assisting to register contractors, assisting with the registering of Coops etc. Marketing of the area: Tourism (effective Tourism Offices), Executing of LED/Tourism Action plan; ensuring development of SMME's; and assisting Business Forums with projects.
- Implementing Good Governance & Public Participation through ensuring that Batho Pele Principles are adhered to; Effective communication with communities; conducting oversight over the meetings of all forums, example, Youth, Women Disabled Old Aged,(SPU related functions), IDP Rep, IDP Steering etc. verifying that all ward committee related meetings are organized and that proper communication is taking place; verifying that controls are in place to ensure good audit outcomes; Organize roadshows in the area; Ensure effective Customer Care; Study Customer Care reports to ensure that all complaints are attended to.
- Monitoring Financial Viability through ensuring that effective ICT systems in the area; Assist with the collection of revenue by having informed communities on example indigent benefits, drought relief schemes etc. Oversight over water and electricity losses; Outreach programs to all areas/settlements in the area to bring the indigent benefit to all poor people; Oversight over daily cash and banking; Manage the purchasing of stock and payment to suppliers; Assist community members (including farmers) with the valuation of their property and objections where needed; Assist walk-inn community members who have challenges with municipal accounts; Oversight function of asset management and the controls thereof.

- Participating in various meetings (internal and external forums, etc.) and providing comments/ opinions on matters affecting or concerning the functionality.
- Responding through the collection of factual information and/ or conducting the necessary investigation/ research, to enquiries and concerns on service delivery from the general public, councilors, government departments, developers, etc
- Verifying the Unit's budget availability prior to requisitions and related procedural documentation supporting specific requirements for support and administrative functional areas.
- Preparing financial reports detailing expenditure and income arising out of service delivery activities and/ or preparing and submitting applications in respect of fund transfer to the Manager: Administration for approval.
- Analyzing and attending to the preparation of responses to general correspondence received from the public pertaining to services and/ or queries.
- The incumbent will also have to assist with beneficiary administration re- housing.
- The incumbent will also perform cashier duties.

All applicants must complete the official Dr Beyers Naude Local Municipal application form which must be accompanied by a detailed curriculum vitae plus certified copies of all qualifications not older than two months and at least two recent testimonials which must reach the Human Resources Officer, (Mrs.H.C.Wessels) at the following addresses: Dr Beyers Naude Local Municipality, P.O. Box 71, Graaff-Reinet, 6280, Email: recruitment@bnlm.gov.za not later than **Tuesday, 30 April 2024**. Late applications will not be considered. The municipality is committed to the provisions of the Employment Equity Act in its Recruitment/Employment policies. Applicants who have not been contacted within six weeks from the closing date of the advert should consider themselves unsuccessful, applicants should also consider themselves unsuccessful when not contacted six weeks after the interviews. Canvassing of councillors or officials in respect of the position will lead to the disqualification of the applicant. Council reserves the right to fill or not to fill the vacancy.

DR E.M. RANKWANA
MUNICIPAL MANAGER

P.O. Box 71
Graaff-Reinet
Tel: 049 8075700

NOTICE: 54/2024