



INTERNAL/EXTERNAL ADVERTISEMENT CORPORATE SERVICES DEPARTMENT

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

POST: COMMITTEE OFFICER X 1

DIRECTORATE: CORPORATE SERVICES

DEPARTMENT: ADMINISTRATION

SALARY TK: 10

SALARY SCALE: R308 748 – R400 740

QUALIFICATION AND EXPERIENCE REQUIRED

- Grade 12
- **NQF 6 Diploma in Public Administration/Management or Equivalent qualification (NQF level 6)**
- Certificate in Report Writing & Minute Taking (Added Advantage)
- **3 Years relevant experience in Local Government Council & Committee support services**
- **Key Competency Skills:** Computer literacy (MS Office Applications); Written Communication skills; Planning and Organising; People Management; Task Management; Service Delivery orientation; Interpersonal relationships; Action Orientation; Resilience; Change Readiness; Learning Orientation; Problem Solving; Accountability and Ethical Conduct; Impact and influence; Team Orientation; Ability to work under pressure; Ability to meet deadlines
- Must be able to read and write Afrikaans & English.
- Code B driver's licence

CORE RESPONSIBILITIES

COMMITTEE FUNCTIONS/ SECRETARIAL/ ADMINISTRATION SUPPORT

Provides secretarial/ administrative support to various meetings within the Municipality by:

- Referring to the approved schedule of Meetings and confirming/ reporting deviations from plans with respect to catering requirements and/ or stationery and equipment needed for specific sessions to the Admin Officer.
- Communicating with Officials to establish items for inclusion on the agenda and the submission of investigational/ general reports and proposals supporting agenda items.
- Circulating notification, agenda and minutes of previous meetings to members.
- Performing specific secretarial sequences at meetings with regards to circulation and completion of attendance registers, recording details of proceedings/ discussions proposals and recommendations, and making available of copies of correspondence referred to in discussions to members.
- Following up and keeping track of resolutions passed by the relevant committees and identifying those that are not implemented and compiling reports and submitting to the relevant parties.
- Maintaining data of Council resolutions and providing support to the Senior Admin Officer in developing action plans for implementation of Council resolutions.
- Duplicating and binding agenda to ensure Councillors receive quality documents/ correspondence.

COMMITTEE FUNCTIONS/SECRETARIAL SUPPORT

Coordinates secretarial support to various Committee and Sub Committee sittings within the municipality by:

- Communicating with the Committee Coordinator to establish items for inclusion on the agenda and the submission of investigational/ general reports and proposals supporting agenda items.
- Monitoring the circulating notification, agenda and minutes of previous meetings to members.
- Accessing and making information available prior to the meeting to the Chairperson and/ or representatives on specific items for discussion, referring to Councils resolutions, reports and correspondence.
- Verifying specific secretarial sequences at meetings with regards to circulation and completion of attendance registers, recording details of proceedings/ discussions and decisions, and making available of copies of correspondence referred to in discussions to members.

ADMINISTRATION FUNCTIONS/MINUTES, AGENDAS AND NOTIFICATIONS

Performs administrative activities associated with preparation of documents and correspondence for circulation by:

- Coordinating word processing applications to prepare minutes and notifications of meetings.
- Translating the content of minutes of meetings, notices, etc into specific official languages to enable Officials and Representatives to comprehend issues and discussions and, forwarding draft documentation to the immediate supervisor for verification prior to circulation.
- Referring to legislation, Council resolutions and regulations to enable formulation of resolutions and recommendations arising out of discussions in Committee.
- Monitoring the recording and updating of registers of attendees to Committee meetings and extracting and forwarding information on request with respect to long term/ continuous absenteeism of Officials and Union Representatives to Committee Chairperson.
- Maintaining and updating Committee files and records inserting attendance registers, notification, correspondence and minutes in accordance with established referencing sequences.

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 three months 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 **Friday, 2 October 2026**. 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
6280

Tel: 049 8075700

REFERENCE NR: 129/2026