



**INTERNAL/EXTERNAL ADVERTISEMENT
CORPORATE SERVICES DEPARTMENT**

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

POST: COMMITTEE CLERK X 1

DIRECTORATE: CORPORATE SERVICES

DEPARTMENT: ADMINISTRATION

SALARY TK: 6

SALARY SCALE: R153 444 - R199 140

QUALIFICATION AND EXPERIENCE REQUIRED

- Grade 12
- Certificate in Office Administration
- Certificate in Report Writing & Minute Taking (Added Advantage)
- Computer Literacy- MS Office Applications
- Report writing skills
- Typing skills
- Interpersonal skills
- 6–12 Months experience in Minute Taking, specifically in Municipal Council and its Committees
- Ability to work under pressure
- Ability to meet deadlines

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 Admin Officer in developing action plans for implementation of Council resolutions.
- Duplicating and binding agenda to ensure Councillors receive quality documents/ correspondence.

GENERAL CLERICAL FUNCTIONS

MINUTES AND RECORDKEEPING

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

- Using word processing applications to prepare minutes and notifications of meetings.
- Recording and updating registers of attendees to Committee meetings and extracting and forwarding information on request to relevant officials.
- Updating Committee files and records inserting attendance registers, notification, correspondence, and minutes in accordance with established referencing sequences.
- Ensuring that, agendas and minutes are approved prior to distribution.
- Ensuring finalized agenda and minutes are filed safely.

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: wesselsh@bnlm.gov.za / klassend@bnlm.gov.za not later than **Monday, 5 August 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

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NOTICE NO: 187/2024