

**SWELLENDAM MUNICIPALITY**

**VACANCY: ' PRINCIPLE CLERK ' (COMMITTEE SERVICES)**

(Directorate: Corporate Services-----Salary scale T7 > R158 220 – R205 356 per annum  
plus normal fringe benefits)

Applications are hereby invited from competent persons for appointment in the above vacancy.

**Requirements:**

- Matric;
- Post-school qualification (NQF 5) in Administration/Office management will be to the applicant's advantage;
- Computer proficiency (MS Office);
- Language proficiency in at least two of the 3 official languages of the Western Cape;
- At least 2 years proven office experience.

**Main duties:**

- Assisting with the preparation and distribution of Council agendas, Portfolio- and other statutory committee agendas as well as Mayoral Committee agenda;
- Taking minutes at the abovementioned meetings;
- Handle requests from councillors and officials for obtaining Council- and Committee decisions;
- Keeping attendance registers of all meetings;
- Keeping/updating of various registers;
- Orders and requisitions for travel and accommodation as well as stationary and office necessities for councillors;
- Relief at Switchboard/Reception as and when necessary.

Enquiries can be directed to Mrs Janette Etzebeth (Manager: Administrative Support Services ) at telephone (028) 514 8506.

Applications, on the **official application form** with a CV, certified copies of **all** qualifications stated on the CV, identity document and at least one reference, must be directed to the Human Resource Manager (Mr P. Le Roux) to reach him on or before **Friday, 24 July 2020 at 16:00** . It is **compulsory** to complete the official application form in own handwriting. Applications that do not have the supporting documentation will be disqualified automatically. Applications can be handed in at the respective administrative offices at Swellendam, Buffeljagriver, Suurbraak and Barrydale. **No** application per fax will be accepted . Applications via e-mail can be sent to [audrey@swellenmun.co.za](mailto:audrey@swellenmun.co.za)

Swellendam Municipality is an equal opportunity employer. The Municipality reserves the right not to make an appointment. Canvassing with councillors is an offence and will result in the disqualification of an application. If no feedback is received within eight weeks of the closing date, please consider your application as unsuccessful.

Swellendam Municipality  
49 Voortrek Street (P.O. Box 20)  
SWELLENDAM, 6740  
Tel: (028) 514 8500

A.M. GROENWALD  
MUNICIPAL MANAGER

(Notice HR 9/2020)