

**SWELLENDAM MUNICIPALITY**  
**ADMINISTRATIVE OFFICER (INFRASTRUCTURE SERVICES)**  
**(Salary level T 10 : R258 336 – R335 340 per/annum)**

Requirements:

- Grade 12
- Post-matric Secretarial or similar tertiary certificate / - qualification;
- 5 - 8 years relevant experience with supervisory experience;
- Computer literacy (Microsoft Word / Excel / Powerpoint);
- Fluent in two of the three official languages of the Western Cape.

JOB PURPOSE:

- Providing and managing a professional support service to the Director Infrastructure Services, as well as other managers of the Infrastructure Department based in Swellendam, Barrydale, Suurbraak and Buffeljagsrivier.
- Providing client liaison service to ensure the smooth running of the administrative support functions and efficient operation of the office and other required Infrastructure Department service functions.
- Organising critical, confidential and important appointments, events / functions and meetings.
- Implements and maintains procedures and systems associated with administrative support and management to the rest of the Infrastructure Services Department through the application of laid down procedures, accessing and making available information and recording and overseeing and managing proceedings at meetings.

Brief overview of duties:

Coordinating and managing the diary and specific meetings / events of the Director Infrastructure Services and other Infrastructure Service Managers ;

Controlling the flow of functional documentation and correspondence ; provide customer care and liaison services ; provision of general office support to the Director and other Managers of the Infrastructure Department in all towns ; Provide auxiliary / logistic support to Director and Managers by preparation of meetings, distribution of all relevant documentation, directing queries, follow-up, sending out reminders to ensure deadlines are met ;

Provide secretarial support during meetings by being responsible for preparation of meetings, distribution of all relevant documentation, booking of venues, sending electronic meeting invitations, confirming with attendees and arranging refreshments for the meeting; ensuring the appointments are scheduled correctly and that the relevant documentation is prepared for meetings ;

Responsible for updating information of the Director for SDBIP on Ignite System ;

Monitor the operational- / maintenance budget for the Director Infrastructure Service ; updating of spreadsheets ( procurement processes) of expenditure (Capital & Maintenance) on various projects;

Implement of the Link app system.

Applications on the prescribed application form accompanied by a CV, **certified** copies of **ALL** qualifications, Identity Document, and at least two references must be directed to the Manager Human Resources (Mr P. Le Roux) to reach him on or before **Friday, 27 October 2023 at 16:00**. It is compulsory to complete the official application form (*available at all municipal offices as mentioned below*) in **own handwriting**. Applications that do not have supporting documentation will be **automatically disqualified**. Applications can be submitted at the respective administrative offices in Swellendam, BuffeljagsRivier, Suurbraak and Barrydale. **NO** applications by fax and **NO** late applications will be accepted. E-mail applications to a maximum of 15 pages can be sent to [careers@swellendam.gov.za](mailto:careers@swellendam.gov.za)

Swellendam Municipality is an equal opportunity employer. The employer reserves the right not to make an appointment. Favour recruitment among councillors is an offence and will lead to disqualification of an application. If you do not receive feedback within two months of the closing date, you must accept that your application was unsuccessful.

49 Voortrek Street / (P.O. Box 20)  
Swellendam, 6740  
Tel. (028) 5148500

A. VORSTER  
MUNICIPAL MANAGER

(Notice HR 40/2023)