

SWELLENDAM MUNICIPALITY :

VACANCY : ADMINISTRATIVE OFFICER (PROPERTY MANAGEMENT)

Directorate : Corporate Services

Salary scale T10 : **R 258 336 – R 335 340** per annum plus normal fringe benefits

Qualifications & Experience:

- A relevant post-matric qualification, preferably Certificate / Diploma or equivalent in Property Management / Build Environment or related at a NQF level 5;
- 2-5 years' relevant experience

Other requirements:

- Excellent knowledge of legislation, procedures and processes of local government in terms of property management;
- Proficiency in at least 2 of the official languages of the Western Cape;

Duties:

- **Refer to the attached document.**

Applications are to be submitted on the **prescribed application** form [obtainable from the Swellendam Municipality webpage (www.swellendam.gov.za) or from all administrative offices] together with a CV, certified copies of **ALL** qualifications mentioned on the CV, a copy of your Identity Document, and at least two (2) contactable references. Applications must be submitted to the Human Resources Manager (Mr. P. Le Roux), to reach him on or before **Friday, 09 February 2024 at 16:00**. Applications that do not include the requested supporting documentation will be automatically disqualified. Applications can be handed in at the various administrative offices in Swellendam, Buffeljagsrivier, Suurbraak and Barrydale. **NO** applications by fax will be accepted. **NO** late applications will be considered. Applications via e-mail (*maximum 20 pages*) can be sent to careers@swellendam.gov.za

Swellendam Municipality is an equal opportunity employer. The employer reserves the right not to make an appointment. Canvassing with councillors is a violation and will lead to disqualification of an application. If you do not receive feedback within two months after the closing date, you can assume that your application was not successful.

Swellendam Municipality
HR Office - 6 Rhenius Street/ (P.O. Box 20)
SWELLENDAM, 6740
Tel: (028) 514 8500

A. VORSTER
MUNICIPAL MANAGER

(Notice HR 02/2023)

Job purpose: Provides professional support to the Directorate in respect of land and property transactions, secretarial and office support to the head of the Directorate in order to ensure sustainable service delivery

1.	<p>LAND AND PROPERTY TRANSACTIONS</p>
1.1	<p>PROCEDURES, SYSTEMS AND CONTROLS</p> <p>Co-ordinates the implementation of functional procedures, systems and controls associated with the key performance areas and result indicators of the functionality by:</p> <ul style="list-style-type: none"> • Communicating with the immediate superior on specific aspects associated with legislative and policy requirements related to land and property transactions, clarifying understanding and implementation approach, outcomes and performance measures. • Analyzing and evaluating information gained from a variety of sources and using professional knowledge to formulate conclusions and recommendations. • Participating in the determination of functional objectives with due consideration given to the objectives and requirements encompassed in property management policies/strategies. • Aligning information systems, applications, work processes and role boundaries to support functional outcomes related to land and property transactions. • Evaluating the adequacy of current administrative systems with regards to property transactions (safekeeping of deeds of sale, title deeds, lease agreements, etc.) and re-defining registry and archiving sequences with a view to correcting deviations from laid down departmental guidelines and statutory and/or audit requirements. <p>In order to ensure that procedural requirements are interpreted and implemented to enable consistent application of legislative and policy requirements.</p>
1.2	<p>ADMINISTRATIVE PROCEDURES AND PROCESSES</p> <p>Coordinate and administer the purchasing, leasing and sales of all immovable assets (municipal owned properties), by</p> <ul style="list-style-type: none"> • Performing administrative processes in collaboration with relevant line functions in respect of all land and property transactions, including purchase, sales and leasing. • Assisting with the drafting of purchasing, sales and leasing tender specification. • Drafting of land lease- and land sale agreements according with the legislative requirements, municipality's policy and council resolutions. • Appointing and liaising with conveyancers attending to the registration of transfers of immovable property acquired / alienated by the municipality. • Obtain fair market related valuations for immovable assets as and when required. • Drafting MAYCO and Council items i.r.o. the acquisition and alienation of municipal immovable property. • Ensuring that the necessary Deeds of Sale documentation are drafted by the attorneys. • Attending to general correspondence with regard to immovable property purchasing, sales and leasing. • Consulting and liaising with statutory authorities, e.g. PGWC and Department of Transport and Public works with regard to the acquisition of immovable property by the municipality and the alienation of municipal immovable property to these Departments. • Drafting compulsory advertisements w.r.t. the purchasing, sales & leasing of municipal immovable property. • Obtain and coordinate comments, inputs and objections flowing from advertisements. • Notifying the Finance department in writing of approved land sales and lease agreements in order to ensure billing requirements are met and adhered to. • Administering all processes with regard to the leasing of the municipality's immovable property in compliance with all legislative procedures. • Liaising with relevant departments to obtain input with regard to the applications for lease or sale of municipal land and coordinate the comments. • Drafting Mayco, Council and Executive Management Committee items in respect of land sales and lease applications or renewal of leases. • Obtaining relevant official decision to lease municipal land and implement relevant administrative processes in this regard. • Consulting and liaising with applicants with regard to conditions of sale and lease and for signature of agreements. <p>In order to ensure that the purchasing, leasing and sales administration of all immovable assets (municipal owned properties) are attended to in compliance with processes, procedures and relevant legislation.</p>

<p>2.</p>	<p>COMPLIANCE AND CONTRACT MANAGEMENT</p> <p>Complete monthly performance reports on Contract Managements' administrative processes relating to the compliance, by</p> <ul style="list-style-type: none"> • Prepare official orders and GRV's for services rendered. • Follow up on non-performance as requested by Manager. • Maintaining the department corporate services contracts- and litigation register. • Monitoring contracts duration and inform relevant stakeholders with regard to contract expire dates and give advice on contract extension procedures. • Develop and implement a land lease contract management system. • Ensuring confidentiality and maintaining the Contracts, Register, Litigation Register, Municipal Code and Policies Register <p>In order to ensure that the organisation is conforming with, or eligible for, contractual obligations, government regulations and laws.</p>
<p>3.</p>	<p>ADMINISTRATIVE FUNCTIONS</p>
<p>3.1</p>	<p>REPORTS AND CORRESPONDENCE</p> <p>Co-ordinates specific administrative and reporting requirements associated with the key performance and result indicators of the functionality by:</p> <ul style="list-style-type: none"> • Preparing investigational and procedural reports and summaries detailing functional progress and/or outcomes for submission to the immediate superior for consideration and inclusion in specific Committee agendas, and maintaining records of work in progress. • Formulating responses to correspondence and enquires from councilors and officials, referring to policies and resolutions of Council as far as it relates to the area of responsibility. • Liaising with Supply Chain Management regarding acquisitions related to the unit. • Attending to the verification of requisition orders and/or controlling claims and related departmental issues (legal practitioner and publications invoices, etc.) prior to forwarding for approval. • Participating in internal audit processes, making available information and supporting documentation to validate transactional recordings. • Coordinate and administer applications for liquor licenses. • Coordinate and administer applications for extended liquor hours. • Drafting and publication of compulsory advertisements with regard to applications for extended liquor hours. • Drafting and publication of advertisements for by-laws and policies. • Obtain comments or objections from ward committees, ward councillors and the public on applications for liquor licenses and extended liquor hours and policies and by-laws. • Obtain and coordinate comments, inputs and objections flowing from advertisements. • Ensure compliance with website maintenance as far as area of responsibility is concerned. <p>In order to ensure that administration requirements are effectively addressed through the implementation of practices and procedures that support efficient preparation and circulation of information and documentation pertaining to the functionality.</p>