

SWELLENDAM MUNICIPALITY

VACANCY – MANAGER ADMINISTRATIVE SUPPORT SERVICES

Salary scale T14 : R456 432 – R592 500 per annum (plus normal fringe benefits)

Requirements:

- A relevant three-year tertiary qualification: National Diploma (NQF level 6) or preferably a B-degree (NQF level 7); [*Public Administration ; Public Management ; Municipal Administration ; Law*]
- 8 years or more relevant experience of which 2 years must be at a supervisory level;
- Computer literacy (MS Office);
- Knowledge of Archive Act;
- Valid Code B driver's license.

Duties of the post:

- As per the attached document.

Enquiries relating to the content (duties) of the post can be directed to mr Peter Le Roux, Manager HR, at telephone number (028) 514 7402.

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 relevant** 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 **Monday, 27 May 2024 at 17:00**. 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 08/2024)

NO.	DUTIES/TASKS (What, How and Why)	FREQUENCY
1.	MANAGEMENT FUNCTIONS	
1.1	<p>PLANNING</p> <p>Identifies and defines the immediate objectives/ plans associated with the provision of administrative support to the Municipality, by</p> <ul style="list-style-type: none"> • Conducting research into best practices associated with the functionality and determining the appropriateness of specific policies/ procedures for implementation. • Analyzing and aligning requirements with operating capacity and capability. • Evaluating and commenting on the applicability of specific key performance indicators and measures against outcomes detailed in the departments Business and Strategic Plans. <p>In order to ensure the key responsibilities areas are identified, objectives aligned and appropriate procedures developed and implemented on approval to guide and direct administrative and records an archive compliance.</p>	<p>Formulation and presentation of departmental objectives –</p> <p>Annually Analysis - Ongoing</p>
1.2	<p>PRODUCTIVITY AND PERSONNEL MANAGEMENT</p> <p>Directs and controls outcomes associated with utilization, productivity and performance of personnel within the Administration Section, by</p> <ul style="list-style-type: none"> • Defining/ adjusting the key performance indicators, job design and role boundaries of personnel against service delivery requirements. • Evaluating the capability of prospective applicants and participating in the interviewing and final selection sessions. • Conducting appraisals to measure performance and objective accomplishments against agreed targets and, reviewing goals and setting new objectives. • Identifying skills gap within the administration section and completes developmental plans for existing personnel with clearly defined career paths and job enrichment opportunities. • Monitoring the adequacy of current training interventions supporting personnel development and reporting on workplace impact post training and/ or the need for changes to plans. • Implementing Human Resources policies and procedures to control/ regulate workplace conflict and/ or instituting corrective measures and consultation processes to address deviations from standards. • Monitoring the outcomes and procedural reporting deadlines. • Analyzing statistical information pertaining to staff attendance/ absenteeism, overtime, lost time due to accidents and/ or incidents and downtime and proposing specific remedial measures aimed at improving productivity and reducing personnel related costs. <p>In order to ensure a climate conducive to promoting and sustaining motivational levels, productivity, performance and improving the quality of work-life is cultivated and maintained enabling the administration section to meet its service delivery objectives.</p>	<p>Ongoing</p> <p>Appraisals- Quarterly</p>

2.	FUNCTIONAL MANAGEMENT	
2.1	<p data-bbox="381 210 803 241">SECRETARIAT / COMMITTEE SERVICES</p> <p data-bbox="381 283 1339 346">Provides secretarial and committee services support to Council, committee and mayoral committee meetings, by</p> <ul data-bbox="381 346 1339 1417" style="list-style-type: none"> • Drafting annual calendar of council- and section 79 of the Structures Act Committees for consideration by the Speaker and submit it to council for notification. • Ensure that the calendar is advertised and made public as prescribed. • Drafting annual calendar of Mayoral Committee- and section 80 of the Structures Act Committees for consideration by the Executive Mayor and submit to council for notification. • Communicating with departments/Speaker/Chairperson to establish/collect items for inclusion on the agenda and the submission of investigational and/or general reports and information/proposals supporting agenda items. • Managing processes to ensure the preparation to prepare agendas and notifications of meetings and forwarding to the Chairperson/Speaker and ensuring the timely signing thereof. • Proofreading typed agenda items and minutes ensuring that there is no grammar, punctuation or spelling errors and/or liaising with relevant officials regarding corrections and changes to original documents. • Ensuring proper safekeeping of agendas and minutes, audio-recording equipment, etc. • Ensuring that registers of attendees to meetings are recorded and kept safe for audit purposes. • Ensure proper and accurate minute keeping of all committee- and council meetings. • Ensure approval of minutes of council and committees and the safekeeping thereof for audit purposes. • Distribute minutes of council and committee meetings within the prescribed period together with the distribution- and task list • Ensure distributing of council and committee resolution via Collaborator for implementation. • Draft and generate monthly Collab system report on the implementation of council and committee resolutions for submission to the Director Corporate Services. • Ensure confidentiality of items that must be kept confidential. <p data-bbox="381 1459 1339 1554">In order to ensure laid down guidelines are applied and all secretarial and support requirements associated with the Committee functions is efficiently undertaken and completed.</p>	Ongoing
2.2	<p data-bbox="381 1585 706 1617">OFFICE AUXILIARY SERVICES</p> <p data-bbox="381 1659 1307 1690">Manage specific activities and procedures associated with auxiliary services, by</p> <ul data-bbox="381 1690 1339 1953" style="list-style-type: none"> • Provide sound record keeping and -management and workflow practices, procedures and systems. • Design, implementation and maintenance of record classification- and correspondence systems and procedures. • Disposal of records by means of destruction or the transfer of records to the Provincial Archives on an annual basis. • Registration and distribution within the municipality of official correspondence including electronic mail 	<p data-bbox="1372 1659 1469 1690">Ongoing</p> <p data-bbox="1372 1753 1469 1785">Ongoing</p> <p data-bbox="1372 1827 1502 1879">Annually by June</p> <p data-bbox="1372 1890 1469 1921">Ongoing</p>
2.2.1		
Record keeping and Archives		

	<ul style="list-style-type: none"> • Implementation, maintenance and development of an electronic document management and workflow system • Draft and generate monthly and quarterly reports on the performance of users and departments on the electronic filing system and distribute to Senior Management. • Prepare and draft correspondence with the public • Managing the providing sound record keeping and record management practices for the municipality. • Managing the processes related to the render of general administrative support function with regard to the capturing and keeping of general records and information provisioning. <p>In order to ensure sound, reliable, effective and efficient record keeping and archives.</p>	<p>Ongoing</p> <p>Monthly and quarterly</p> <p>Ongoing</p> <p>Ongoing</p>
<p>2.2.2 General Admin support</p>	<p>RENDER GENERAL ADMINISTRATIVE FUNCTIONS</p> <ul style="list-style-type: none"> • Render translation services . • Render typing and reprographic services. • Participation in the formulation of corporate policy development and strategy of the municipality. • Development of policies and strategies in respect of the functions of the Council. • Draft items for committees and council. • Draft and implement standard operating procedures for the posts and each function in the administration section. • Providing office cleaning, messengers and reproduction services. • Ensure the provision of efficient switchboard / reception services. • Managing centralized customer care management services. • Administer the invitation to councilors for the attendance of meetings, conferences, congresses, training sessions and capacity building by liaising with councillors, getting approval by the authority for attendance, dealing with the logistics and coordinating arrangements. • Administer systems and processes for ensuring access to information in line with Promotion of Access to Info Act (PAIA); • Compiling of the annual report to the SA Human Rights commission and the Department of Justice in terms of PAIA; • Dealing with all applications in terms of PAIA and assist departments in this regard; • Keeping a register on PAIA applications. • Dealing with ad-hoc applications for donations by drafting a report for consideration by the delegated authority and replying to the applicants; • Act as Presiding Officer at disciplinary hearings and tribunals; • Ensure that a corporate electronic diary is maintained for Council and senior management. <p>In order to ensure sound, effective and efficient general support services.</p>	<p>Ongoing</p>

<p>2.2.3 Security Services</p>	<p>MANAGE SECURITY SERVICES FOR THE MUNICIPALITY</p> <ul style="list-style-type: none"> • Collect security needs from Directorates and compile a needs scheduled/specifications for tender document. • Compile need analyses and report and submit to SCM unit. • Administer the signing of the SLA with successful tenderer in liaison with Council Procurement Section. • Monitor the implementation of services rendered by the service provider. • Submit additional/emergency requests to the security company. • Manage the SLA and the performance of the service provider. <p>In order to ensure sound, effective and efficient Security Services .</p>	<p>Ongoing</p>
<p>3.</p>	<p>ADMINISTRATION</p>	
<p>3.1</p>	<p>FINANCIAL CONTROL, RISK MANAGEMENT AND COMPLIANCE</p> <ul style="list-style-type: none"> • Manage the votes and the budget of the administrative section. • Give input in the preparation of capital and operating estimates and controls expenditure against the approved budget allocations for the Administration Section, by • Analyzing trends, operating requirements and forward plans to determine funding (expenses) for the period. • Monitoring the performance of the administration section against budget and addressing deviations following appropriate procedures. • Communicating with Finance Services on audit findings and recommendations and institutes the necessary investigational or corrective measures with regard to the administrative section. • Deal with orders and invoices with regard to the administration section's needs for goods and services. • Draft reports on loss, damage, injury, and death etc. for insurance claims. • Identify risks of the various sub-sections of the section for inclusion in the risk register and manage it. • Regularly update the risks associated with the administration section. • Regularly update the SDBIP. • Regularly update the compliance register. • Assist in completing questionnaires and submit information. <p>In order to ensure sound and effective financial- and risk management and compliance in the operations of the Administrative section.</p>	<p>Ongoing Budget preparation- Annually Monitoring – ongoing</p>
	<p>CORRUPTIVE FREE ENVIRONMENT Responsible for ensuring a corruptive free environment within the administration section.</p> <p>In order to ensure that a culture of anti-corruption is established within the municipality.</p>	