

SWELLENDAM MUNICIPALITY

CHIEF CLERK (OFFICE OF THE SPEAKER)

(Salary level T 8 : R 212 988 – R 276 456 per/annum)

(Total cost of employment : no fringe benefits)

Special Conditions:

1. The appointment is linked to the term of the current office bearer;
2. Mutual notice period of 2 (two) weeks for voluntary termination of employment.

Minimum requirements:

1. Grade 12 (Matric);
2. Post-matric qualification (NQF 5) in administration/client services or related field will be advantageous;
3. 2 – 5 years relevant experience i.t.o. listed functions;
4. Computer literacy (Microsoft Word / Excel / Powerpoint);
5. Fluent in at least 2 of the 3 languages of the Western Cape.

DUTIES/TASKS (What, How and Why)
<p>ADMINISTRATIVE SUPPORT TO SPEAKER</p> <ul style="list-style-type: none">• Manage the Speaker's diary• Ensure the cleanliness and presentability of the Speaker's Office• Assist the Speaker in photocopying, typing, making calls etc. to ensure the effective functioning of the office• Provide administrative support in terms of research. <p>To ensure that the administrative burden of the Speaker is addressed</p>
<p>ADMINISTER SPEAKER'S OFFICE</p> <ul style="list-style-type: none">• Handle telephonic enquiries from Provincial Government, Salga, Councilors, ratepayers and other.• Refer to relevant department/official where possible. Where information is requested, do necessary enquiry and return call to convey such. Where necessary, discuss with Speaker and call back with response.• Receive confidential correspondence from Prov. Government, Salga, Public and Ratepayers. Refer to relevant official with the request to be supplied with copy of reply or actions taken. Table copy of letter and actions taken to Speaker for attention.• Prepare correspondence and replies to correspondence received in the office of the Speaker for his/her approval.• Receive requests for meetings and appointments with Speaker from councilors, public and ratepayers.• Liaise with Committee Services/ Municipal Manager to facilitate the compilation and approval of Council agendas for approval by Speaker.• Support and provide logistical and administrative support to Speaker for community outreaches and meetings.• Upon approval of meeting dates and content, contact all role-players to set a suitable date.<ul style="list-style-type: none">➤ Book venue and distribute agenda or relevant documentation (excl Council meetings)➤ Where necessary, arrange for security and demarcated parking.• Receive invitations to functions from private organizations in municipal area.<ul style="list-style-type: none">➤ Contact organization to obtain information regarding the role the Speaker is to play at function, e.g. opening of function/building, welcoming guests etc.➤ Reply timeously on invite and diarize event if accepted.➤ Collect background information on organization / function and make notes for Speaker to use in his speech.➤ Make sure about dress code, should he/she wear the chain, parking availability etc.• Keep a well-organized diary and make sure that it corresponds with the Speaker's diary.• Make sure the necessary protocol is being met when Speaker attend meetings and/or appointments away from his/her office. <p>These functions ensure that the office of the Speaker is well organized and an excellent service to the public and officials is delivered there from.</p>

DUTIES/TASKS
(What, How and Why)

RESEARCH

- Receive complaints from the ratepayers, addressed to the Speaker, with requests for a meeting.
 - Obtain information on events leading to complaint and submit to Speaker for attention.
 - If request for meeting is granted, set up a meeting with complainant and relevant officials and supply them with the necessary background information where applicable. An example: Complaint was received regarding electricity supply that was interrupted.
 - Obtain information on notices given out and copies of relevant correspondence. Meeting was arranged with electrician and relevant director to attend. All documentation was available.
- Undertake ad hoc research on request of the Speaker and submit in report form.

Research on complaints enables the Speaker to have all information before a meeting.

GENERAL ADMINISTRATIVE DUTIES

- Maintain a filing system for the office of the Speaker to be able to access previous correspondence and documentation immediately when needed according to Council's records management policy.
- Prioritize matters of the office of the Speaker to distinguish between matters that can wait until he/she is in the office and those that have to be conveyed to him/her telephonically.
- Keep Speaker up to date with birthdays, family deaths and births relating to Councilors and officials.
- Arrange tea, coffee and refreshments for meetings where needed.
- Do national and international flight reservations, car rental and hotel bookings for the Speaker when attending meetings, seminars etc.
- Diarise ward committee meetings and activities.
- Monitor ward operational plan implementation for reporting to Speaker.
- Prepare remuneration memorandum forward committees for signature by Speaker and Municipal Manager.
- Provide administrative and logistical support to ward councilors and ward committees under the guidance of the Speaker.
- Report on ward committee activities.
- Liaise with ward councillors and committee members on ward needs and submit to HR Manager for inclusion in Workplace Skills Plan for Councillors.
- Receive and peruse ward committee minutes and refer to relevant Departments for follow-up.
- Submit ward committee minutes to Committee Services for inclusion in Council agendas.

To ensure that the office of the Speaker is run in a confidential and professional manner in order to assist him/her in keeping a good profile.

PUBLIC WORKSHOPS

- According to the type of function, arrange venue and ensure that all logistical arrangements are made.
- Draw up an attendance list and submit for approval.
- Draw up a program for the event if necessary.
- Ensure that a facilitator is organized and briefed.
- Make out and post invitations and keep list of guests to mark RSVP's.
- Make sure protocol is met when seating guests.
- Ask for quotes from caterers and send through normal SCM processes.
- Meet with caterers to discuss menu, table settings and decorations.
- Arrange for flowers, background music, presentations, according to functions.
- According to function, arrange entertainers and MC's sound system and lighting.
- According to function, arrange certificates, trophy, etc. to be handed over.
- Assist with the annual municipal showcase.

To ensure that public functions are promoting a positive image of the Council.

PETITIONS

- Brief stakeholders on petition policy procedures.
- Undertake logistical preparations for receipt of petitions.
- Diarise according to the approved policy and refer petition content to relevant departments and stakeholders.
- Keep petition originators informed on process.
- Keep minutes of meetings held by Speaker and relevant stakeholders to address matters in petition, as prescribed within policy.
- Prepare outcome report for signature of Speaker

To ensure that the Petition Policy of Council is implemented correctly.

Applications on the prescribed application form accompanied by a CV, **certified** copies of **ALL** qualifications, Identity Document, and at least one reference must be directed to the Manager Human Resources (Mr P. Le Roux) to reach him on or before **Friday, 07 February 2025 at 16:00**. It is compulsory to complete the official application form (*available at all municipal offices as mentioned below*) in **own handwriting**. Applications with no 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 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. 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 02/2025)