

SWELLENDAM MUNICIPALITY

VACANCY : PRINCIPLE CLERK – COMMITTEE SERVICES

(Office of the Municipal Manager)

(Salary scale T7 : R192 012 – R249 228 per annum plus fringe benefits)

Minimum requirements:

- Matric;
- Post-matric qualification on an NQF 5-level in Public Administration/Office Management or other relevant qualification;
- Advanced computer proficiency (MS Office);
- Above-average proficiency in written and verbal communication in at least two of the 3 official languages of the Western Cape;
- At least 2 years relevant-/related experience.

Main duties:

- Compilation and distribution of Council, Mayco and Portfolio Committees as well as other statutory committee agendas;
- Compilation of minutes and logistical support for 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;
- Relief at Switchboard/Reception as and when necessary.

Enquiries relating to the content (duties) of the post can be directed to Mrs Janette Etzebeth (Manager: Administrative Support Services) via e-mail to janettee@swellendam.gov.za or telephone (028) 514 8500.

Applications, on the **official application form** [obtainable from the Swellendam Municipality webpage (www.swellendam.gov.za - homepage) or from all administrative offices] with a CV, certified copies of **ALL** qualifications mentioned 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, 11 April 2025 at 16:00**. Applications that do not have supporting documentation will be automatically disqualified. Applications can be submitted at the various administrative offices at Swellendam, Buffeljagsrivier, Suurbrak and Barrydale. **NO** applications by fax will be accepted. Applications (maximum 20 pages) via e-mail 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 an offence and will result in the disqualification of an application. If you do not receive correspondence within eight weeks of the closing date, you must accept that your application was unsuccessful.

HR Offices, Rhenius Street
SWELLENDAM, 6740
Tel nr: (028) 514,8500

A. VORSTER
MUNICIPAL MANAGER

(Reference : **HR 11/2025**)