



# TSWELOPELE

## LOCAL MUNICIPALITY

A MUNICIPALITY IN PROGRESS

Tswelopele Local Municipality is an equal opportunity and affirmative action employer and requires the services of a suitable qualified person with relevant experience to fill the following vacancy. Persons designated in terms of applicable legislation as historically disadvantaged individuals as well as people with disabilities are encouraged to apply.

### SENIOR CLERK COMMITTEES [CORPORATE SERVICES DEPARTMENT]

**REQUIREMENTS** ⇒ An appropriate grade 12 and tertiary qualification is required. ♦ Applicable experience in a local government ♦ Extensive knowledge and proficiency of Microsoft Word as well as Excel ♦ Sound human relations ♦ Typing speed of at least 45 wpm ♦ Inherent requirement to perform the functions associated with the post.

**RESPONSIBILITY / DUTIES** ⇒ Secretarial support to Council meetings through the application of laid down meeting procedures and recording proceedings at meetings ♦ Performs administrative activities associated with the taking of minutes, preparation of agenda and notifications and other relevant documents and correspondence for circulation in order to ensure minutes of meetings are accurately compiled, reflective of discussions and verified prior to circulation and laid down administrative procedures associated with recordkeeping complied with ♦ Translation and interpreting services associated with the processing and updating of information connected with Council sittings ♦ Perform day to day administrative support duties to promote sound and effective corporate governance administration practices ♦ Report specific incidents, problems encountered in the performance of tasks to the Manager Administration and Support Services to ensure timeous attendance to issues of concern ♦ Circulating notifications, agenda and minutes of previous meetings to members ♦ Accessing and making information available prior to the meeting to the chairperson and / or representatives on specific items for discussion, referring to councils resolutions, reports and correspondence ♦ translating the content of minutes of meetings, notices into specific official languages to enable officials and representatives to comprehend issues and discussions and, forwarding draft documentation to the immediate superior for verification prior to circulation ♦ Updating Committee files and records inserting attendance registers, notification, correspondence and minutes in accordance with established referencing sequences ♦ Transcribes by taking into consideration the balance between speed and accuracy ♦ Accurately captures information in engagement with internal and external stakeholders

**SALARY** ⇒ [T10 / 1] R20 425 per month

**BENEFITS** ⇒ Normal benefits applicable to a Gr 2 Municipality.

**CLOSING DATE** ⇒ 16 August 2022

Further information please contact Manager Admin & Support, Tel 051 853 1111.

**Applications on the prescribed official form**, with a comprehensive CV, should be forwarded to: The Municipal Manager, PO Box 3, Bultfontein 9670.

**PLEASE NOTE:** Application forms are available from the official website [[www.tswelopele.gov.za](http://www.tswelopele.gov.za)] and from the reception desks. No faxed or e-mailed applications will be accepted. Certified copies of academic qualifications and a copy of your curriculum vitae must accompany all application forms. **People who previously applied are welcomed to re-apply again.**

If not contacted within 30 days after the closing date, applicants should regard their applications as having been unsuccessful. The municipality reserves the right not to make any appointments.

Fraudulent qualifications / documentation / driver's licence, will immediately disqualify any applicant. A candidate who canvasses any councillor for preference will be disqualified from the selection process or from appointment.

**BP DIKOKO**  
**ACTING MUNICIPAL MANAGER**

26 July 2022