

EXTERNAL CIRCULATION

DIRECTORATE: CORPORATE SERVICES

POST DESIGNATION: SENIOR COMMITTEE OFFICER

(PERMANENT)

WC044CSADMIN0972

REFERENCE: CORP T11 02/02/2023

Salary : R318 144 - R 412 992 per annum T11
Additional Service Benefits : Medical Aid, Pension, Housing/Rental Allowance (subject to prescribed requirements)

MINIMUM REQUIREMENTS:

- A relevant post Matric Qualification, preferably an NQF6 Administration Diploma or equivalent
- 3-5 Years relevant Committees experience
- Computer Literacy (MS Office)

COMPETENCIES:

- Core Professional Competencies - Use of Technology, Written Communication, Planning & Organising,
- Functional Competencies - People Management, Task Management
- Public Service Orientation Competencies – Service Delivery Orientation, Interpersonal relationships, Customer Orientation and Customer Focus.
- Personal Competencies- Action Orientation Resilience, Change Readiness, Learning Orientation, Problem Solving, Accountability and Ethical Conduct
- Management Competencies - Impact and Influence, Team Orientation, Coaching and Mentoring.

KEY PERFORMANCE AREAS:

- To ensure that all the required procedures and processes are followed with the organizing of various Committee and Council meetings including the following of all required administrative and secretariat procedures.
- Ensure that the time frames in terms of the KPI's are met.
- To ensure the efficient and successful conduct of all virtual meetings of Council and its Committees.
- To ensure the efficient functioning of the Section by adhering to prescribed administrative procedures in providing signed agendas and minutes to the Registry Office for safekeeping.
- To ensure implementation of decisions and service delivery regarding Council's policy of quick and efficient communication with external people, bodies and institutions in communicating decisions.
- To ensure the availability of all statistics pertaining to items that served and working statistics of the various Committees.
- To provide and maintain various issues related to the Committees as well as Councillor related administrative issues.
- Effective communication with all role players to ensure efficient execution of operational activities within Committee Services.
- Verify items and forward to Senior Committee Clerks for placement on meeting agenda event.
- Reject items which do not comply to the proper specifications.
- Upload finalized agenda to Collaborator.
- Upload finalized instruction sheets with feedback from the Directorates to Collaborator.
- Capturing resolutions and outcomes on Collaborator.
- Send meeting requests and links to access the agendas and virtual channels on the electronic calendar and MS teams

- Submit Council Meeting Programme
- Responsible for Updating Council's annual and monthly programme.
- Submit items directly to the accounting officer for approval
- Liaise with Auditors who request Council resolutions

SPECIAL CONDITIONS ATTACHED TO THE POST

- Excellent writing and communication skills in at least two of the three official languages of the Western Cape.
- Ability to work independently
- Ability to work effectively under pressure
- Willingness to work overtime
- Ability to work with confidential information
- Attention to details

ENQUIRIES: MRS R BREDENKAMP (044 – 801 9413)

Applicants must submit a formal application form and a comprehensive CV, copies of qualifications, identity document and driver's license. Applications must be submitted **electronically** preferably as one PDF document to recruitment@george.gov.za. Application forms can be obtained from the Municipal website, www.george.gov.za and must reach the Human Resource Department on or before 03 March 2023 at 12:00pm. **Applicants must clearly state the reference number and position title in the subject line of the email. Only Electronic applications will be accepted.**

Disqualification:

Please note that the following will lead to disqualification:

- 1. Non-submission of copies of academic qualifications/records.**
- 2. Canvassing of Councillors.**
- 3. Submission of fraudulent qualifications and/ or documents.**

NB: Please note that shortlisted candidates will be subjected to a vetting process. By applying for this position, candidates agree to background checks being performed. The Municipality reserves the right not to make an appointment.

Should you not hear from us within 30 days of the closing date, kindly regard your application as being unsuccessful.

George Municipality is an equal opportunity employer which subscribes to the principle of affirmative action and Employment Equity. Preference will be given to applicants from the designated/under - represented groups.

CLOSING DATE: 03 March 2023