

## EXTERNAL CIRCULATION

**DIRECTORATE: CORPORATE SERVICES**

**POST DESIGNATION: SENIOR ADMINISTRATIVE OFFICER (PROSECUTION & LITIGATION SERVICES) - GEORGE**

**PERMANENT APPOINTMENT**

**WC0966**

**REFERENCE: 4308203**

**CLOSING DATE: 2026-07-15 AT 16:30**

**Salary** : R 391 224 – R 507 864 per annum (T11)  
**Additional Service Benefits** : Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

### MINIMUM REQUIREMENTS:

- Grade 12
- 5 – 8 years relevant experience with supervisory experience
- Computer Literacy: MS Office

### COMPETENCIES:

- **Core Professional Competencies:** Written Communication, Oral Communication, Attention to Detail, Influencing, Ethics and Professionalism, Organisational Awareness, Problem Solving, Planning and Organising.
- **Functional Competencies:** Business Processes, Use of Technology, Data Processing & Analysis.
- **Public Service Orientation Competencies:** Interpersonal Relationships, Communication, Service Delivery Orientation, Client Orientation and Customer Focus.
- **Personal Competencies:** Action Orientation, Resilience, Change Readiness, Cognitive Ability, Learning Orientation.
- **Management / Leadership Competencies:** Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring.

### KEY PERFORMANCE AREAS:

- Ensure that a fully functional support service is rendered to the section and that all support responsibilities are attended to.
- Arrange for consultation appointments as indicated by the immediate superior and ensure that all relevant documentation is available to the immediate superior prior to scheduled meetings.
- Prepare legal notifications using pro-forma types associated with general memorandums, contracts, final notices, attorney appointments etc.
- Complete standardized forms and documentation reflecting details and information and descriptions in respect of litigations, claims, notices and legal issues
- Provide assistance to the immediate superior to ensure compliance and ensuring a well-maintained database.
- Facilitate the effective planning and execution of pre-arranged meetings and to minute all relevant discussions and decisions taken.
- Ensure the appointments are scheduled according to available timeframes and that all appointments are planned, prioritised and coordinated to uphold professionalism and the image of the Legal Support Section.
- Ensure that time management is exercised by timeous circulation of meeting / appointment related documentation.
- Ensure support is made available to enable to ensure efficient and quality service delivery.
- Ensure administrative and departmental procedures and guidelines adopted, applied and

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- complied with in all transactions, activities and sequences associated.
- Ensure adequate support is made available to enable the accomplishment of specific administrative reporting deadlines.
- Ensure that information is correctly encapsulated in PowerPoint slide shows and that supporting hard copy documentation is made available.
- Ensure that the Section renders a professional service and that service delivery objectives are met.
- Ensure telephonic calls and enquiries are attended to promptly and professionally in accordance with customer service standards and objectives.
- Ensure the staff attendance register, is efficiently planned, prioritised and correct completed, and that duties are carried out as allocated.
- Ensure the events and functions are efficiently planned, prioritised and co-ordinated, upholding the professionalism and image of the Municipality.
- Compile all relevant documents necessary to include with instructions and hand over to attorneys.
- Liaise with attorneys to ensure timely updates on litigation matters are recorded and reported.
- Maintain a register of all litigation matters referred to attorneys.
- Manage the Founding Affidavit administrative process.
- Liaise with the Municipal Manager and Directors to obtain their availability to sign legal documents.
- Liaise with Attorneys to act as Commissioner of Oath.
- Ensure that all the matters requiring the attention of the Senior Manager are dealt with according to urgency and schedule.

## **SPECIAL CONDITIONS ATTACHED TO THE POST**

- Ability to communicate in two of the three official languages of the Western Cape.
- Good interpersonal and communication skills.
- Client friendly / people orientated.
- Above average typing abilities and ability to organize.
- Well-disposed person and immaculately dressed to promote professionalism and Council's corporate image.
- Must be able to work independently and take on-the-spot decisions within the ambit of the post.
- Must be assertive in the managing of responsibilities in the office of the Senior Manager.
- Must apply attention to detail and work accurately.
- Must be able to communicate in at least 2 of the official languages of the Western Cape.
- Must be reliable and trustworthy to work with confidential items.
- Must be willing to perform relief duties within the Directorate in similar posts.
- Must be dedicated and responsible.
- The duties listed in this job description are not exhaustive, and the employer is entitled to instruct the employee at any time to carry out additional duties or responsibilities which fall reasonably within the ambit of the job description, or in accordance with operational requirements. Should a grievance be felt with regard to any such instruction issued, representation may be made to supervision or higher authority by means of the grievance procedure, but in the first instance the instruction shall be obeyed.

**ENQUIRIES: MR WARREN MULLER (044 801 9072)**

**PROBATION PERIOD:** 6 months

## **INSTRUCTIONS TO APPLICANTS**

Applications must be submitted **electronically** on the E-recruitment site, which can be found on the George Municipality website, [www.george.gov.za](http://www.george.gov.za), under **Job Portal**. Applicants must register and apply online before **2026-07-15** at **16:30pm**.

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## **Please Note the following when applying on the Portal:**

- Applicants must please ensure to follow the Assisting Guidelines that can be accessed on the website under Job Portal, before completing their online application.
- Applicants should check and verify their current status or the progression of their application, by referring to their "Inbox" tab on the Portal.
- Please ensure that all the information on your profile is correct and all the necessary documents are attached, prior to submitting your job application.

## **Applicants must complete all the mandatory profile fields honestly and thoroughly. Please ensure the following documents are submitted under the correct field titles:**

- A comprehensive CV (Stipulating full employment history-title of position held, time periods and duties).
- All applications must be accompanied by certified copies (not older than 6 months), by a Commissioner of Oath.
- All relevant Qualifications and Identity document must accompany your application. Driver's license and registration with a professional body must accompany your application only if applicable.

## **Only online applications will be accepted.**

**The turnaround time for assistance with any portal related challenges is two (2) working days. Applicants are urged to register and apply well in advance.**

## **Disqualification:**

### **Please note that the following may lead to disqualification:**

- Applicants who attempt to gain favour with any members of the selection panel or any other employee or councillor for that matter, will be disqualified.
- Applicants who intentionally misrepresent information in pursuit of their own benefit will also be disqualified.
- According to the Local Government Municipal Staff Regulations (Gazette no. 45181), a person who was dismissed from a Municipality for any reason stated in Annexure E of the said Regulations, may not be employed in any Municipality before the period set out in the Annexure, has expired (refer to Local Government Municipal Staff Regulations: Annexure E).
- Late applications will not be accepted.
- Candidates who do not adhere to the instructions for pre-liminary evaluations, practical assessment and interviews will be disqualified.

**NB:** Please note, where necessary, shortlisted candidates will be subjected to a screening and vetting process. By applying for this position, candidates agree to background checks being performed which will include reference and other relevant checks.

## **The Municipality reserves the right not to make an appointment.**

- Should you not hear from us within 3 months 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.

The appointment will be subject to the need for signing of an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest.

**CLOSING DATE: 2026-07-15 AT 16:30PM**