

PIXLEY KA SEME
DISTRICT MUNICIPALITY

ADVERTISEMENT

VACANCIES

Pixley ka Seme District Municipality, an equal opportunity, affirmative action employer headquartered in De Aar, subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability. Applications are currently invited for the following career opportunities:

SENIOR SUPPORT SERVICES OFFICER

Requirements

- Post Matric qualification or equivalent (NQF) Level 6 or Certificate in Municipal Finance Management Programme
- Considerable years (3 years) Corporate administration experience
- Knowledge of the Municipal Systems Act, Structures Act, Access to Information Act and the Archives Act
- Valid Drivers License
- Good Interpersonal and Communication Skills
- Good working knowledge of MS Word, MS Excel, MS Power point and outlook

Key Responsibilities

- Forward planning and support services strategy by developing immediate and short term plan for the functionality of the section
- Researching and interpreting compliance requirements included in statutory legislation and national policy framework guidelines
- Monitor compliance with laid down Council Meeting procedures with respect to the preparation, recording and circulation of notices, minutes and agendas, the communication, implementation, reporting and recordkeeping of Council and Committee resolutions.
- Evaluating and aligning administrative support processes and systems with a view to improving efficiencies in terms of information access, use and circulation
- Monitoring the capability of the Records and Archives systems and facilities to accommodate the receiving, storage, retrieval, and circulation processes with respect to information, correspondence and documentation containing resolutions, decisions, actions and queries.
- Analyzing the adequacy plans against Council's programme, aligning and approving resource allocation and logistical arrangements to support the functioning of Council, Committees, Sub-Committees
- Monitoring the execution of general administrative programmes and services in accordance with budget allocations with respect to housekeeping / maintenance activities.

BASIC SALARY: (T14) R32 628 - R42 357 per month + fringe benefits

MESSENGER

Requirements

- Grade 8
- Relevant experience (1-3 months)
- Code EB Drivers License

Key Responsibilities

- Checking vehicle condition and completing the checklist prior to departure and/or reporting defects to the immediate superior
- Locating specific addresses for delivery / collection and seeks/or signs acknowledgements of receipt on collection / delivery of items, cheques payments or correspondence.
- Depositing cheques at the bank, forwarding transactional documentation to the Bank Teller and seeking acknowledgement of the completed procedure.
- Completing and forwarding procedural forms(log sheet) detailing activities as times of departures/arrivals at specific locations and distance travelled.

- Circulating/collecting mail/internal correspondence/files to/from various departments/offices referring to circulation control schedule and seeking acknowledgement from the recipient.
- Issuing paper to personnel
- Operating the photocopier, selecting quantity to be copied, placing originals on copying frame, checking first off and continuing with copying sequence.
- Binding of documents

BASIC SALARY: (T4) R8 286 - R10 454 per month + fringe benefits

ENQUIRIES: Mr. SB Ntamehlo, Telephone number 053-6310891.

Letters of application, accompanied by a full CV and certified copies of qualifications, certificates, ID and valid drivers licence must be forwarded to the Municipal Manager, Pixley ka Seme District Municipality, Private Bag X1012, DE AAR 7000

Fraudulent qualifications or documentation, including driver's licences, will immediately disqualify any applicant.

Pixley ka Seme District Municipality has a firm commitment to the advancement of the previously disadvantaged, including women and the disabled.

Applicants in possession of foreign qualifications must submit proof of verification of such qualifications verified by the South African Qualifications Authority.

All qualifications and candidates will be subjected to vetting to amongst others determine the criminal record of the applicant .

Canvassing will immediately disqualify candidates from appointment.

If no notification regarding this advertisement has been received within two months of the closing date, please assume that the application was unsuccessful.

Correspondence will be limited to short listed candidates.

The Municipality reserves the right not to make any appointment.

NB: In terms of our Employment Equity Plan disabled people are encourage to apply for the positions.

Note: No faxed or e-mail applications will be considered.

Closing date: 28 June 2019



RE Pieterse
Municipal Manager
Pixley ka Seme
District Municipality
Private Bag X1012
De Aar , 7000