



**(EXTERNAL ADVERTISEMENT)**

**DIRECTORATE: STRATEGIC SUPPORT SERVICES  
DIVISION: ADMINISTRATION AND SUPPORT SERVICES  
LOCATION: WORCESTER**

**MANAGER: ADMINISTRATION AND SUPPORT SERVICES  
(PERMANENT)**

**SALARY R551 910.34 – R716 358.53 per annum [T15]  
TOTAL COST TO COUNCIL: R 938 502 – R 1 150 514 per annum  
(Inclusive of Municipal benefits: Group Life Scheme, Pension Fund etc.)  
Ref: SSS/ADSS01/0723**

**Job Purpose:** To manage the key performance areas by providing effective Administrative and Support services to core service delivery functions by amending, adjusting and reviewing policies and procedures against departmental, statutory and audit guidelines. Moreover, the operational and capital budget, Committee Services, Records and Archiving Services, and Administrative Services ensure effective, sustainable service delivery in line with the relevant legislative framework and sound administrative principles.

**Duties:** Identifies, defines, and manage the short, medium and long-term objectives / plans associated with the managing, planning, and leading of the sections' activities • Integrating with internal and external collaborators to measure and report accomplishments against recognised standards, e.g. Standard Delivery Implementation Plan (SDBIP) • Manages subordinate personnel and processes relating to the section • Supervise and control workflow processes and output levels of subordinates' personnel • Manages the implementation of financial controls / procedures and provides information to support financial planning • Manage and control the risk register for the Administration and Support Services Division in line with applicable legislation and procedures • Direct and manage the tasks/activities associated with co-ordinating and controlling the functions performed by Committee Services in line with the relevant legislative framework • Direct and manage the implementation of procedures and systems associated with Records and Archives Management, quality systems/statutory and audit requirements • Manage the Administration and Support Services Division with regards to health and safety.

**Minimum Requirements:**

- Bachelor's Degree in public administration/ Administration/ Law.
- Computer Literacy: MS Office.
- Eight (8) years or more relevant experience of which two (2) years must be at supervisory level.

**Other requirements:**

- Valid Code B driver's licence.
- Proficient in two (2) of the three (3) official languages of the Western Cape.
- Compliance with the National Treasury Regulations on the required Minimum Competency Level Unit Standards applicable to this position or must complete the unit standards within eighteen (18) months from the date of appointment as provided for in GNR 1146 under GG 41996, dated 26 October 2018.

**Competencies:** (For a detailed description of the competencies, read competency level 4 from pages 52/61 of the Competency Framework on our website / on this link- <https://bvm.gov.za/download/municipal-staff-regulations-competency-framework/> )

**Core Professional Competencies:** Written Communication, Oral Communication, Attention to Detail, Influencing, Ethics and Professionalism, Organisational Awareness, Problem Solving, Planning & 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.

**PLEASE NOTE:** Please read the below conditions carefully, only those who comply with the conditions will be considered

1. No late applications will be considered.
2. The Municipality is an equal opportunity employer and as such will observe the requirements of the **Employment Equity Act** and its **EE plan**
3. **Only online applications will be accepted via the link: <https://bvmjobs.mcidirecthire.com>**
4. **When applying via the link above please ensure that you fill in all required fields.**
5. **Also attach an updated CV (Including details of at least three (3) contactable WORK REFERENCES and the relevant numbers), certified copies of qualifications, and covering letter.**
6. Any candidate appointed at the **Breede Valley Municipality** will sign an employment and performance agreement subject to probation per the Local Government: Municipal Staff Regulations.
7. **For enquiries contact the Human Resources Office at 023 348 4961 or by email address: [ssatarein@bvm.gov.za](mailto:ssatarein@bvm.gov.za) / [mntukulo@bvm.gov.za](mailto:mntukulo@bvm.gov.za) / [mbiza@bvm.gov.za](mailto:mmbiza@bvm.gov.za)**
8. Canvassing with Councillors or any other decision-maker is not permitted, and proof thereof will result in disqualification.
9. Fraudulent qualifications documentation will immediately disqualify any applicant.
10. If you have not heard from us within sixty (60) days of the closing date, please accept that your application has been unsuccessful.

All applications should reach us by **11 August 2023 at 13:00.**

**The Municipality reserves its right not to make an appointment.**