



(INTERNAL & EXTERNAL ADVERTISEMENT)

**DIRECTORATE: PLANNING, DEVELOPMENT & INTERGRATED SERVICES
LOCATION: WORCESTER**

ADMINISTRATIVE OFFICER (PERMANENT)

SALARY: R 287 444.77 – R 373 071.55 per annum (T10)

TOTAL COST TO COUNCIL: R 404 653 – R 515 045 per annum

(Inclusive of Municipal benefits: Group Life Scheme, Pension Fund etc.)

Ref: PDIS/0525

Job Purpose: Coordinate administrative tasks / activities associated with the office of the Director: Planning, Development and Integrated Services through the application of administrative and secretarial procedures in accordance with the relevant policies, standard operating procedures and guidelines to enhance the Directorate of the Planning, Development & Integrated Services.

Duties: Manage the office of the Director: Planning, Development and Integrated Services • Responsible to administer confidential documents and processes for the attention of the Director: Planning, Development and Integrated Services • Scheduling, confirming and updating the diary of the Director: Planning, Development and Integrated Services and alerting or indicating priority/urgent meetings requiring attention • Coordinate projects of the Director and determine priorities in order to achieve deadlines • Organizing, confirming and scheduling meetings/appointments with internal departments/external officials and doing the logistical arrangements for the meetings. • Rendering a receptionist duty and communicate with the public regarding queries • Respond to enquiries and correspondence with internal departments and external role players on behalf of the Directorate. • Attending meetings, recording discussions and, preparing and circulating agendas/minutes to departmental personnel outlining agreed steps and actions • Collating, summarizing, and verifying information recorded on transactional documents, forms and schedules prior to commencing with updating sequences. • Collating applications (sick leave, etc.) and diarize • Capture requests on the financial system • Check operating expenditure votes and create requisitions, IDO's etc • Ensuring safekeeping and control over assets, reports on movements of assets and ensure all assets are bar-coded. • Compile and collate monthly, quarterly and annual reports • Ensure that subordinates' human resources needs are identified and attended to and supervise, support and monitor performance • Coordinating the venue reservations for functions/events and liaising with relevant service providers, VIPs, District Municipality, Fire Safety Department etc. • Perform access control functions • Comply with the Occupational Health and Safety policy of Council.

Minimum Requirements:

- Relevant National Diploma in Administration or equivalent (NQF Level 6)
- 3 years relevant experience
- Valid Code B driver's license

- Good typing skills
- Computer skills - MS Office
- Fluency in at least two (2) of the three (3) official languages in the Western Cape

Preferred Requirements:

- Bachelor of Administration or equivalent (NQF Level 7)
- 4 years relevant experience

Competencies: (For a detailed description of competencies, read competency level 3 from page 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 & Professionalism, Organizational Awareness, Problem Solving, Planning & Organizing

Functional Competencies: Business Processes, Use of Technology, Data Processing & Analysis

Public Service Orientation Competencies: Interpersonal Relationships, Communication, Service Delivery Orientation, Client Orientation & Customer Focus.

Personal Competencies: Action Orientation, Resilience, Change Readiness, Cognitive Ability, Learning Orientation

Management / Leadership Competencies: Impact & Influence, Team Orientation, Direction Setting, Coaching & 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. **Applicant with a foreign educational qualification must submit a certificate of verification by SAQA**
7. Any candidate appointed at the **Breedee Valley Municipality** will sign an employment and performance agreement subject to probation per the Local Government: Municipal Staff Regulations.
8. Candidates will be subjected to a practical assessment, as part of the evaluation process.
9. **For enquiries contact the Human Resources Office at 023 348 4961 or on email address: jobs@bvm.gov.za**
10. Canvassing with Councillors or any other decision-maker is not permitted, and proof thereof will result in disqualification.
11. Fraudulent qualifications documentation or misrepresentation of information will immediately disqualify any applicant.
12. If you have not heard from us within 60 days of the closing date, please accept that your application has been unsuccessful.

All applications should reach us by **30 May 2025** at 13:00.

The Municipality reserves its right not to make an appointment.