



MASILONYANA LOCAL MUNICIPALITY

INTERNAL/EXTERNAL ADVERTISEMENT

Masilonyana Local Municipality with its Head Office in Theunissen is an equal opportunity employer committed to the promotion of equity and equality. The municipality hereby invites applications from suitably qualified candidates for the following positions:

Department of Corporate Services

Manager Services (Council Support)

The incumbent will be based in Theunissen and will be responsible for the rendering of Council Support to the entire municipality. The incumbent will report directly to the Director Corporate Services.

Requirements:

- A relevant 3 year tertiary qualification preferably a B degree in Public Administration
- 5-8 years relevant Administration experience required;
- Demonstrate high level of problem solving and people management capabilities;
- Computer literacy (MS Office); and
- Driver's license (Code EB.)

Key responsibilities:

- To ensure all office support services are undertaken in accordance with operating procedures and to bring about continuous improvement through innovation
- To assist in maintaining a performance management framework which keeps both managers and Members informed of progress against business plan objectives;
- To ensure the councils policies and procedures are fully up to date at all times;
- To maintain a range of files and databases relating to Council governance and business;
- To manage and oversee the Council's IT function, including maintaining the Council's website, and liaising with the Council's external IT contractors;
- Keeping a register of all Council/Executive Committee resolutions taken at all its meetings whether ordinary or Special meetings by:
- To ensure that all Council and Executive Committee meetings are recorded as contain in the approved minutes of the Council and Executive Committee;
- Ensuring effective and sufficient secretarial support to the Council, Executive Committee and any of its sub committees including the Local Labour Forum;
- Ensuring that stationary and equipment is ordered and available as required to deliver an effective, sufficient and professional secretariat service to the Council, Executive Committee and any of its sub Committees, Section 79 and 80 Committees including the Local Labour Forum. This includes the ordering of toner and paper for photo copy machines;
- Providing guidance on meeting procedures and serve as custodian of such proceedings.
- Communicating with Office Bearers to establish items for inclusion on the agenda and the submission of investigational/ general reports and proposals supporting agenda items.

- Oversee and responsible for the correctness all agendas, attachments and documents of the agenda making process
- Oversee and responsible for the Preparation and compiling of agendas for the Council and Executive Committee;
- After having compiling an Executive Committee or Council agenda, submit a first draft of the agenda to the Director Corporate Services and/or Head of Department for validation;
- Ensuring that the original signed copy of any agenda prepared and distributed by the committee section is filed properly and keep it safe.
- Implement administrative procedures, systems and controls associated with the receiving, updating and recording of information, records and documents from departments;
- Handle the process of retrieving committee resolutions and items as and when required;
- Dealing and assisting with all internal and external audit queries that relates to Executive and Council and any of its subcommittees, including Local Labour Forum and any of its subcommittees agendas, minutes, attendance registers, correspondences and related matters if and when required.
- Ensure that meetings of any subcommittees of Council and the Executive committee, including the Local Labour Forum and it's subcommittees is properly scheduled, coordinated and bookings confirmed at venues where such meetings are to be held;
- Shall arrange with the relevant office to ensure that the official recording device is available, install and in working condition when the Executive Committee, Council or it's subcommittees, including the Local Labour Forum and its subcommittees sits;
- Ensuring effective and sufficient of committee clerks support to various sections 79 and 80 committees as well as any committees and sub committees thereof. This includes Local Labour Committee meetings and any meetings of any sub-committee thereof;
- Oversee the implementation of administrative procedures, systems and controls associated with the receiving, updating and recording of information, records and documents from departments;
- Oversee the process of retrieving committee resolutions and items as and when required;
- Providing guidance to administrative procedures, systems and control and information recording and updating procedures;

Salary: R493, 282.32 p.a

RECORDS MANAGER

Requirements:

- Diploma/ Degree in Records Management. NQF Level 6/7
- Computer Literacy – Office Applications
- 3-5 years relevant experience required;
- Demonstrate high level of problem solving and people management capabilities;
- Driver's license (Code EB.)

Key responsibilities:

- Managing the production, flow and custody of the Councils records to ensure compliance to the legislation and accessibility of such records.
- Developing and implementing Records management policies to ensure control and management of Council records.
- Developing Council Record Management Procedures Manual to provide guidance and control in performing functions within the Records Office.
- Maintaining the development and implementation of the Records Management System for the Municipality.
- Verifying the capturing of sequential codes and monitoring the status of correspondence received/

dispatched on the Records Management System.

- Initiating sequences to maintain/ update the correspondence reminder and filing system and creating new files.
- Monitoring adherence to procedural requirements related to the accessing and issuing of document files and/ or coordinating
- Collating, consolidating and preparing schedules reflecting usage of specific services and submitting to the Manager: Corporate Services for further processing/ recording.
- Updating and forwarding records of equipment located within the Section and reports on loss/ damage.
- Controlling the Council's records through development of a Records Management Policy and through guidelines from the e-Government Network, including discussing procedure manuals and policies with Council Officials to ensure transparency.
- Verifying that the Provincial Archivist approves Council's Record Management Policy & Procedures Manual, prior to implementation of the Policy and Manual.

Salary: R493, 282.32 p.a

Enquiries can be directed to the HR Manager, Ms K.E.E Molaoa 0713873750 during office hours.

Besides the salary that is offered, the municipality will also contribute towards pension fund and medical aid contributions under certain conditions. The municipality further also give housing subsidy under certain condition and in line with the Collective Agreement as may be amended from time to time.

Interested suitable qualified and experienced persons can submit their applications and detailed CV's with certified copies of their qualifications including **covering/application letter** stated the position they apply to the following address:

The Municipal Manager PO Box 8, Theunissen, 9410, or applications can be hand delivered at Municipal offices in Theunissen, Brandfort, Winburg and Verkeerdevlei.

No e-mails, faxes or late submissions will be accepted.

Closing date: 12 December 2024 at 16h00

NB: The shortlisted/recommended candidates will be subjected to security vetting, qualification verification, and reference check before finalisation of appointment. Applicants must note that should they not receive feedback after 3 months from the closing date that their applications were not successful. The municipality reserves the right not to appoint.


MR. M. MATLOLE
MUNICIPAL MANAGER