FRANCES BAARD

DISTRICT MUNICIPALITY / DISTRIKSMUNISIPALITEIT
MASEPALA WA SEDIKA / U MASEPALA WE SITHILI

Frances Baard District Municipality is a dynamic equal opportunity employer where goals are achieved through teamwork and the pursuit of excellence in service delivery. The municipality has the following vacancy:

DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER
VACANCY: ADMINISTRATOR: COMMITTEES

Ref. no: 16/26

CONTRACT POST
TASK 9

Fixed term contract linked to the term of office of the public office bearer which is performance based.

Basic salary: R267 792.00 – R347 652.00 (plus contractual benefits: pension, medical aid scheme, group life insurance, housing subsidy, 13th cheque).

Requirements: The successful candidate must be in possession of a National Diploma or B degree in management sciences, administration or equivalent qualification. A minimum of 18 to 24 months relevant experience of council committees/political office or administration. A valid code 8 Drivers' license. Proven ability to communicate at all spheres of government and build relationships with stakeholders across the board. Good verbal and written communication skills.

Key performance areas: Performing administrative tasks associated with co-ordinating logistical and related requirements for specific Council, Portfolio, Ward Committee and Departmental Meetings, provision of secretarial support through the application of laid down meeting procedures, updating, accessing and making available information, translating documents, attending to the information processing and communication requirements relating applications/ requests for support from communities. Referring to Council's schedule of meetings and confirming the availability and arrangement of the venue with due consideration given to the number of delegates attending and facilities required. Preparing stationery and/ or, media and conferencing equipment needed for specific sessions and, organising with Service Providers/ Internal Technical personnel to install, connect and test functionality prior to the commencement of meetings Communicating with Office Bearers or officials to establish items for inclusion on the agenda and the submission of investigational/ general reports and proposals supporting agenda items. Accessing and making information available prior to the meeting to the Chairperson and/ or representatives on specific items for discussion, referring to Councils resolutions, reports and correspondence. Performing specific secretarial sequences at meetings with regards to circulation and completion of attendance registers, recording details of proceedings/ discussions and decisions, and making available of copies of correspondence referred to in discussions to members.

Appointments will be made according to the municipality's employment equity policy and affirmative-action practices. The completion of application forms is mandatory, and must be accompanied by detailed and comprehensive curriculum vitae and is to be accompanied by originally certified copies of ID and qualifications not older than 3 months.

Applications should be forwarded to the following postal address: THE MUNICIPAL MANAGER, FRANCES BAARD DISTRICT MUNICIPALITY, PRIVATE BAG X6088, KIMBERLEY 8300 or hand delivered to: 51 DRAKENSBERG AVENUE, CARTERS GLEN, KIMBERLEY.

Application forms are available from the municipal office and/or may be downloaded from the municipal website; www.francesbaard.gov.za. Enquiries can be directed to: Mrs. Pulane Matsitse/Ms. Lesedi Thomas, Tel: 053-838 0912/911.

Note: Designated groups, including people living with disabilities, are particularly encouraged to apply. FAXED OR EMAILED APPLICATIONS WILL NOT BE CONSIDERED. Successful candidates will be subjected to a compulsory reference and validation checks. The District Municipality reserves the right to make no appointments.

Closing Date: 04 December 2026

MUNICIPAL MANAGER, MS ZM BOGATSU