



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 vacancies:

DEPARTMENT: ADMINISTRATION
VACANCY: MANAGER OFFICE SUPPORT

Ref. no: 15/23

PERMANENT POSITION TASK 16

Basic salary: R592 596.00 – R769 152.00 (plus benefits: Pension, Medical aid scheme, Group life insurance, Housing subsidy, 13th cheque)

Requirements: The applicant must be in possession of: a recognised B Degree or National Diploma in Records and Archives Management or equivalent. Extensive knowledge in records, archives management and facilities management in the public sector/Local Government is critical. The applicant must have operated on a supervisory capacity for a period of three to five years. A valid code 8 Drivers' license.

Key Performance Areas: Co-ordinating and controlling the provision of an administrative support service, by: Monitoring the capability of the registry and records facilities to accommodate the receipting, storage, retrieval and circulation processes with respect to information, correspondence and documentation containing resolutions, decisions, actions and queries. Maintaining and updating the document classification and referencing system, monitoring movements and executing actions to retrieve outstanding files/ documents from Departments. Attending to the application of archiving procedures, conducting an appraisal of records to establish archival values and/ or motivating for the destruction of old/ obsolete records and publications. Monitoring and applying procedural applications with respect to Office Support requirements, organizing the Reception/ Switchboard operations to represent professionalism and maintain efficiency through training and guidance on personal interaction and effective communication and submitting recommendations on the benefits of upgrading current systems. Assessing and addressing the reprographic needs, developing specifications for acquisition purposes, evaluating performance of service providers against Service Level Agreements and monitoring the application of costing and procedural controls Preparing operating expenditure estimates, referring to trends and forward plans and forwarding to the immediate superior for consideration and inclusion in the Administration Services draft budget proposal. Ensuring acceptable performance levels are sustained and adequate direction provided enabling the functionality to accomplish laid down objectives. Takes full responsibility for the compilation for the capital and operating budget of the unit/division and the directorate in terms of applicable legislation. Maintenance and upkeep of all municipal buildings. The incumbent must provide leadership and support to subordinates.

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 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/Mrs. Lesedi Job, 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. Should you not receive any response from us within 30 days of the closing date, please consider your application as unsuccessful. The District Municipality reserves the right to make no appointments.

Closing Date: 30 August 2023

MUNICIPAL MANAGER, MS ZM BOGATSU