



Comprised by Qumrha, Mooiplaas, Chintsa East, Haga Haga, Morgans Bay, and Kei Mouth Towns, with its Headquarters in Qumrha.

VACANT POSITION

The Municipality is looking for a highly motivated; results oriented, suitably qualified, and experienced individual to fill the following vacant position:

CORPORATE SERVICES

Division : Administration and Council Support
Position : Admin Officer: Council Support
Task Grade : Task Grade 12
Salary : R 401 049.24 per annum (Excluding Normal Council Benefits)
Duration : Permanent

MINIMUM REQUIREMENTS

- Grade 12
- National Diploma/ Bachelor's Degree in Office Administration/ management
- Certificate in Records Management will be an added advantage
- 3 years' experience in local government council support
- 1 year Minimum experience in records and archives management will be an added advantage
- Computer Literacy
- Valid Code B driving licence.

KEY PERFORMANCE AREAS: INCLUDE BUT NOT LIMITED TO THE FOLLOWING

- Monitoring that suitable preparation for meetings of council and committees' meetings are done timeously
- Coordinating the drafting of Council and monitoring of committee meeting agendas as per appropriate meeting standards
- Co-ordinating the circulation of documents, minutes and agendas circulation for sign off and distribution
- Monitoring the capturing, authorization and compilation of resolutions and forward to relevant parties for implementation
- Facilitating the compilation and signing of EXCO and Council resolutions by the relevant Chairperson within a prescribed timeframe for confirmation
- Monitoring the demand and supply of cleaning services

- Facilitating the adherence of OHS standards and regulations towards cleaning services
- Determining and maintains the department work schedule
- Conducting pre-event inspections off all rooms, seating area and office public areas

FUTHER INSTRUCTIONS TO THE CANDIDATES

The Municipality subscribes to the principles of employment equity. People with disabilities are encouraged to apply.

Interested Suitably qualified Candidates are to submit Application Letter, complete Curriculum Vitae, and certified copies of certificates of qualifications, SA ID copy and Driver's License.

Applicants not contacted within 30 days of the closing date must consider their applications as unsuccessful. The Great Kei Municipality reserves the right not to make an appointment.

Applications must be submitted to:

**The Director Corporate Services: Attention Mr. BT. Douglas
Great Kei Municipality, Private Bag X2, QUMRHA, 4950
OR 17 Main Road.
QUMRHA, 4950.**

For enquiries you can contact the Manager HR & Administration: Ms. T. Mgweba at 043 831 5735/ 5738 during office hours.

E- Mailed or Faxed applications will not be considered.

Closing date for the applications: ~~23~~ June 2026 at 16h00



**ISSUED BY MR. L.N. MAMBILA
MUNICIPAL MANAGER**



DATE