SIYANCUMA MUNICIPALITY

INTERNAL / EXTERNAL ADVERTISEMENT

NOTICE: 01/2026

Siyancuma Municipality, an equal opportunity, affirmative action employer with its headquarters in Douglas, subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability. Applications are currently invited for the following career opportunities:

Vacancy: **Administrative Assistant: Strategic Services (12 Months) Ref: 01/2026-2027**
Task: **T 6**
Basic Salary: R 14 025 PM (plus 37% all inclusive)

QUALIFICATIONS AND EXPERIENCE

- Certificate in Public Administration (NQF Level 5) or equivalent
- Grade 12 / Matric
- Computer literacy (MS Word, Excel, Outlook and PowerPoint).
- Valid Code B driver's license will be an added advantage.
- 1- 2 years' experience

EXPERIENCE:

Basic understanding of the Local Government: Municipal Systems Act, 32 of 2000 (as amended), particularly Chapters 5 (Integrated Development Planning) and 6 (Performance Management); and awareness of the Local Government: Municipal Finance Management Act, 56 of 2003 (Section 62(1)(c)(i) on risk management). Good written and verbal communication skills. Good interpersonal skills. Sound record-keeping and filing skills. Ability to work under pressure and meet deadlines. Attention to detail and confidentiality.

JOB PURPOSE

To provide administrative and Administrative support to the Strategic Services function in respect of the Integrated Development Plan (IDP), the Performance Management System (PMS) and Risk Management, by performing routine administrative tasks such as capturing of information, drafting and processing of correspondence, taking of notes and minutes, filing of records, and rendering general office support, under the direction and supervision of the responsible officials.

DUTIES

ADMINISTRATIVE SUPPORT FUNCTIONS:

PERFORMANCE MANAGEMENT SYSTEM (PMS) SUPPORT

Assists with administrative tasks in support of the Performance Management System, under the direction of the Manager by;

- Receiving and registering Portfolios of Evidence (POEs) submitted by managers and officials for each quarterly review, and acknowledging receipt thereof.
- Checking submitted POEs against a checklist provided by the supervisor and bringing any missing or incomplete items to the attention of the Manager: PMS for further action.
- Capturing performance information on the prescribed templates as instructed, and assisting with the typing and formatting of quarterly, mid-year and annual performance reports.
- Assisting with the compilation of the PMS Management Committee agenda by gathering inputs from delegates, typing the agenda, booking the venue and arranging catering requirements, taking notes and typing minutes, and submitting draft minutes to the Manager: PMS for proof-reading prior to distribution to delegates.
- Maintaining records of PMS documents, files, and incoming and outgoing mail using alphanumeric sequential codes to store and facilitate retrieval.

INTEGRATED DEVELOPMENT PLAN (IDP) SUPPORT

Provides administrative support to the IDP processes referred to in Chapter 5 of the Local Government: Municipal Systems Act, 32 of 2000, under the direction of the responsible official, by:

- Assisting with logistical arrangements for IDP Representative Forum meetings, public participation sessions, ward-based engagements and IDP/Budget roadshows, including venue bookings, typing of notices, preparation of attendance registers and arranging refreshments.
- Capturing community needs, inputs and resolutions raised during public participation processes onto the prescribed templates as instructed.
- Typing and dispatching invitations, notices and correspondence to stakeholders, ward committees, sector departments and members of the public, as directed.
- Filing IDP-related documentation, minutes and resolutions in line with the records management policy.

RISK MANAGEMENT SUPPORT

Provides administrative support to the Risk Management function, under the direction of the Risk Officer or responsible official, by:

- Assisting with logistical arrangements for Risk Management Committee meetings and risk assessment workshops, including typing of notices, preparation of attendance registers and meeting packs.
- Capturing identified risks, risk owners, mitigation actions and due dates onto the municipal Risk Register as instructed by the Risk Officer.
- Sending reminders to risk owners on the implementation status of mitigation actions, as directed, and updating the Risk Register with the information received.
- Assisting with the typing and formatting of routine progress updates and draft status reports for review by the supervisor.
- Filing of risk assessment documentation, signed registers and committee resolutions.

VERIFICATION OF INFORMATION AND CORRESPONDENCE

Performs routine checking and correspondence-related administrative tasks by:

- Checking that information captured on documents, returns, registers and reports is complete and matches the source documents and prescribed templates, before submitting same to the supervisor for verification and sign-off.
- Drafting, typing, formatting and dispatching routine emails, memoranda, letters and internal submissions on behalf of the section, as instructed.
- Receiving incoming correspondence, registering it in the correspondence register, routing it to the relevant official, and following up on outstanding responses as instructed.

- Cross-checking lists of attendees, contact details and stakeholder information for accuracy and consistency before circulation.
- Maintaining a register of correspondence sent and received.

GENERAL OFFICE SUPPORT

Performs general administrative and clerical support duties for the Strategic Services section by:

- Diarizing and scheduling meetings, taking and typing of minutes, and circulating same to attendees.
- Receiving telephone calls and visitors, attending to routine enquiries or routing them to the appropriate official.
- Making photocopies, scanning, binding and distributing documents as required.
- Capturing of routine data onto spreadsheets and prescribed templates.
- Assisting with the preparation of agenda packs and meeting documentation for the section.

PLEASE NOTE THAT RESIDENTS OF SIYANCUMA MUNICIPAL AREA WILL RECEIVE PREFERENCE FOR THE ABOVE MENTIONED POSTS

NB: For full details of the advertisements, applicants are requested to visit the municipal website: www.siyancuma.gov.za

Interested persons are requested to forward application form together with a comprehensive CV (applications without the application form will not be considered) and certified copies of qualifications to the Municipal Manager.

Enquiries can be directed to the Human Resources Practitioner, Mr. M. Morobeng at 053 298 1810.

Closing Date: **10 November 2026 16:30**

Physical address:

Municipal Manager
Siyancuma Municipality
P.O Box 27
DOUGLAS
8730

Siyancuma Municipality
13 Charl Cilliers Street
Civic Centre
Registry Office
DOUGLAS

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Mr. Madoda Vilakazi
Municipal Manager