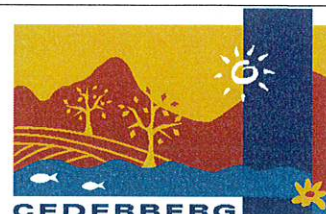


CEDERBERG MUNICIPALITY
VAKATURES / VACANCIES
NOTICE NUMBER: 189 / 2025



The Cederberg Municipality, which includes the towns, Citrusdal, Clanwilliam, Graafwater, Lamberts Bay and Elands Bay, as well as a large rural area, invites applications from suitably qualified candidates to fill the following position within its establishment. The Cederberg Local Municipality is an equal opportunity, and Affirmative Action Employer. Persons designated in terms of applicable legislations as historically disadvantaged South Africans as well as people with disabilities are encouraged to apply.

LOCAL ADVERTISEMENT (CEDERBERG MUNICIPAL AREA)

DIRECTORATE: CORPORATE & STRATEGIC SERVICES
DIVISION: OFFICE OF THE POLITICAL OFFICE BEARERS

JOB TITLE: PERSONAL ASSISTANT – (SPEAKER)
(CONTRACT WILL RUN CONCURRENTLY WITH THE TERM OF OFFICE OF THE SPEAKER)
(THE POSITION WILL BE STATIONED IN CLANWILLIAM)

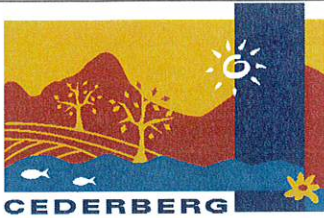
Duties: To render secretarial, administrative and logistical support services to the Speaker • Strategic office support • General office support- Receptionist / Telephonist functions • Word processing duties • Project Co-ordination and Implementation • The full scope of duties is contained in the job description.

Requirements: Grade 12 • Good typing and administrative supporting skills • Code B drivers' licence will be advantageous • Fluent in two of the three languages of the Western Cape • Computer literate in Ms Word / Excel / PowerPoint / Outlook • Attention to detail • Administration skills • Protocol and business ethics • Good communication abilities • Able to handle conflict • Able to work under pressure • Time management • Sound minute taking skills • 2-5 years' relevant experience.

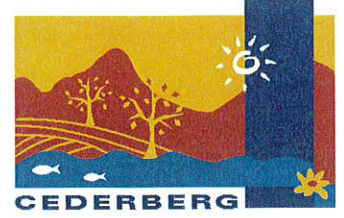
Remuneration: T10 (R 280 601.64 – R 364 222.92) per annum plus normal municipal benefits.

The competency level for this position is a level 2 (ADMINISTRATIVE COMPETENCY FRAMEWORK) as stipulates in Annexure A of the Municipal Staff Regulations Government Notice R890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies.

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
<ul style="list-style-type: none">• Written Communication• Oral Communication• Attention to Detail• Influencing• Ethics and Professionalism• Organisational Awareness• Problem Solving	<ul style="list-style-type: none">• Business Processes• Use of Technology• Data Processing & Analysis	<ul style="list-style-type: none">• Interpersonal Relationships• Communication• Service Delivery Orientation• Client Orientation and Customer Focus	<ul style="list-style-type: none">• Action Orientation• Resilience• Change Readiness• Cognitive Ability• Learning Orientation	<ul style="list-style-type: none">• Impact and influence• Team Orientation• Direction Setting• Coaching and Mentoring



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<ul style="list-style-type: none">• Planning and Organising				
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CLOSING DATE: 08 August 2025 at 12H00.

ENQUIRIES: Contact Marianna Bester / Izaan Tieties at 027 482 8000 during office hours.

IMPORTANT:

Forward your application) in your own handwriting on the prescribed application form to: The Municipal Manager: Private Bag X2 Clanwilliam, 8135 or via email: recruitment@cederbergraad.co.za. Mark the Envelope clearly: Application for Vacancy • Application forms are available from the municipal offices and the municipal website: www.cederbergmun.gov.za and must be completed in the applicants own handwriting • Applications must be accompanied by a comprehensive CV with certified copies of qualifications (Not older than three months) and other relevant documents • No applications received via fax or email will be considered • Applications without the above will not be considered • The Cederberg Municipality reserves the right not to make an appointment • Candidates will be subjected to reference checks • Fraudulent qualifications or documentation will immediately disqualify an applicant • Direct or indirect canvassing with councillors or officials for preferential treatment will lead to immediate disqualification of the relevant applicant • Correspondence regarding the advertised position will be limited to shortlisted candidates • Do not send original documentation • No CV's or application documents will be returned to candidates for any reason. If you are not invited for an interview within 60 days, you may deem your application to be unsuccessful. Indicate clearly the vacancy you are applying for • should there be any errors or omissions on this advert; the relevant job description, grading and or municipal policies will supersede such error or omission • It is important that applicants must have a South African revenue services (SARS) registration number. Failure to provide a SARS number will disqualify your application.

NO CRIMINAL RECORD (IMPORTANT – VALID SAPS CLEARANCE CERTIFICATE OR PROOF OF APPLICATION OF CLEARANCE CERTIFICATE MUST ACCOMPANY APPLICATION – APPLICANTS MUST PROVIDE A VALID POLICE CLEARANCE CERTIFICATE NOT OLDER THAN 6 MONTHS ON THE DAY OF THE INTERVIEW – APPLICANTS WHO DOES NOT PROVIDE THE VALID CLEARANCE CERTIFICATE ON THE DAY OF THE INTERVIEW WILL AUTOMATICALLY BE DISQUALIFIED

G MATTHYSE
MUNICIPAL MANAGER