

DIRECTORATE: CORPORATE SUPPORT
UNIT: ADMINISTRATION

POSITION: DEPUTY DIRECTOR

Salary

- R765 048.00 – R768 804.00 per annum (Level 2) excluding cell phone, data and transport allowance.

Qualifications

- Grade 12
- Bachelor's Degree in Public Administration/Management/ Law

Experience

- 8 years' experience preferably in Council Support Administration, of which 3 years must be at managerial level.

Requirements

- Computer Literate (MS Office applications)
- Valid Code B driver's license

Key Performance Areas

Strategic Planning and Departmental Oversight

- Draft and implement the Department's strategic management plan
- Align Council by-laws in line with legislative requirements.
- Coordinate updates to Council's policy.
- Manage departmental budgets and monitor compliance.

Council Committee System Management

- Ensure smooth operations of the Council and Committees system.
- Coordinate agenda completion for Council and committees.
- Manage the accurate recording and execution of resolutions.
- Follow up on resolution implementation.

Property and Assets Administration

- Oversee departmental budgeting and implementation.
- Manage the town planning scheme.
- Update Council's Valuation Roll.

Training and Development for Councillors

- Coordinate continuous training for Councillors and Ward Committees in collaboration with the Speaker's Officer.

Public Notice and Communication Management

- Publish and advertise Council notices (e.g. tenders, land alienation, and amendment schemes).
- Distribute relevant government gazettes to departments.
- Submit reports and items to Council and Committees.
- Provide legal support to Council and Committee.