

BLUE CRANE ROUTE MUNICIPALITY



Blue Crane Route Municipality

VACANT POSITION

NOTICE 52 /2026

DIRECTORATE: CORPORATE SERVICES

SENIOR ADMINISTRATION OFFICER

TASK GRADE 11

SALARY SCALE: R364 377.60 R558 408.36. PER ANNUM

MINIMUM REQUIREMENTS: Public Administration Diploma (NQF6) . Computer literacy-office application, 3 years' experience in local government administration. Code EB Drivers Licence.

KEY PERFORMANCE AREAS:

Consulting the calendar of meetings relative to dates and venues for meetings and/or as per instruction from the Manager. Checking available stocks for the serving of refreshments at meetings; and overseeing the obtaining quotations and completing the prescribed requisitions for ordering stock. Receiving the requisition from the clerks and checking the requisition for correctness and availability of funds prior to submitting the requisition to the immediate superior for approval; and submitting the approved requisition to stores. Interacting with the Cleansing Team to establish and confirm cleaning priorities and, sending personnel to specific offices/ boardrooms/ council chambers/ ablution facilities, issuing cleaning materials and/ or equipment and detailing requirements. Receiving the requisition from the clerks and checking the requisition for correctness and availability of funds; submitting the requisition to the immediate superior for approval; and submitting the approved requisition to stores. Overseeing the recording of materials and consumables issued; and reporting to the Manager: Administration on materials and consumables issued. Coordinating the implementation of procedures, systems and controls related to the receiving, updating and recording of transactional/ operational information and activities associated with Security Contracts. Assessing the financial requirements and recommendations in respect of advertised security tenders and capturing the pricing schedule on a spreadsheet for each awarded company. Calculating wage determination increases due to companies as and when legislated and informing contracted companies and Council's Audit Department of said increases. Referring to Council's schedule of meetings and, arranging and confirming the venue with due consideration given to the number of delegates attending and facilities required. Allocating secretarial resources in accordance with the status and complexity of meetings and submitting completed schedules for approval and execution. Developing a comprehensive filing system through the conducting of an information audit, separating documents according to types and sources, compiling a user-friendly format of Council Resolution Register and compiling progress reports on Public Participation. Implementing of administrative processes and systems according to policy and legislative requirements (National Archives Act) and ensuring that security and access control

of documents are in place. Ensuring that information contained in records is managed effectively throughout the Municipality by drafting and implementing an approved records management policy. Verifying that information can be identified and retrieved when required by providing well-structured records classification and record keeping systems. Verifying that scanning, indexing, messaging and routing is done on a daily basis according to specific requirements. Checking, scanning and inserting acknowledgement of receipt on incoming mail, stamping and reflecting circulation details and forwarding to relevant personnel. Verifying that appropriate control codes are inserted on correspondence received from internal / external sources. Coordinating and administering the archiving of documents according to National Legislation through transferring of documents to the archive section of the Computer system, maintain the database with imaged documentation (archived and active documents) and selecting completed documents for archiving.

Reporting all faulty telephones / extra telephone requirements to Telkom/service provide; Recording all telephone faults / extra telephone requirements on register. Inspecting all buildings when required; Liaising with Engineering Department on attending to any faults or repairs required; Obtaining quotes on office equipment, contractual work to be completed, and materials required for buildings. Visiting Ward Councillor's offices for inspection of buildings on any maintenance required or any special requirements from Ward Councillors. Monitoring attendance/ conduct and output and addressing deviations from agreed performance indicators through meetings/ counselling and/ or other approved methods designed to improve and motivate personnel. Addressing workplace conflict/ conduct through the initiation and co-ordination of consultative processes and implementation of specific disciplinary procedures. Assessing and introducing measures to facilitate understanding of processes and procedures with respect to cleaning applications and/ or providing input into specific training requirements. Managing the Maintenance and services of facilities to ensure that the needs of the Municipality are met by : Facilitating the planning for minor building repairs and ensuring that the reported repairs are attended e.g. Toilet doors , Office doors , Office furniture , sewerage systems , etc. Preparing cleansing operational performances reports referring to statistical data and qualitative information gathered through inspection.

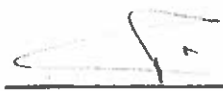
All applications with Curriculum Vitae, certified copies of Educational certificates, Blue Crane Route Municipal. Application form which can be obtained on the BCRM website (www.bcrm.gov.za), copy of South African .identity. Document and a covering letter for the position you are interested in should be forwarded to: The Corporate Services Department, Blue Crane Route Municipality, PO Box 21, SOMERSET EAST, 5850 or hand delivered at 88 Nojoli Street, SOMERSET EAST.

NB: Applications can be emailed to 1recruitment@bcrm.gov.za

Enquiries: Mr L. Mqota (042) 243 6400

Closing date: 31 August 2026 @16.30PM

Canvassing support from Municipal Officials and Councillors is prohibited and any person found guilty thereof, will be disqualified with immediate effect. The Blue Crane Route Municipality is committed to achievement and maintenance of employment equity and diversity especially in respect of race, gender, and disability. The Municipality reserves the right to approve or decline the appointment.


MR M.P NINI
MUNICIPAL MANAGER

03/08/2026
DATE

