



Blue Crane Route Municipality **VACANT POSITION** **LOCALLY (BLUE CRANE ROUTE RESIDENTS ONLY)**

Notice 82/2026

DIRECTORATE: CORPORATE SERVICES

X1 COMMITTEE CLERK

TASK GRADE 6

SALARY SCALE: R178 884.12 – R232 218.84 PER ANNUM

MINIMUM REQUIREMENTS: Certificate in Public Administration – NQF 4 or equivalent. Computer Literacy – MS Office Applications, 1 year experience in Local Government.

KEY PERFORMANCE AREAS:

Referring to the approved schedule of Meetings and confirming/ reporting deviations from plans with respect to catering requirements and/ or stationery and equipment needed for specific sessions to the Admin Officer. Communicating with Officials to establish items for inclusion on the agenda and the submission of investigational/ general reports and proposals supporting agenda items. Circulating notification, agenda and minutes of previous meetings to members. Performing specific secretarial sequences at meetings with regards to circulation and completion of attendance registers, recording details of proceedings/ discussions proposals and recommendations, and making available of copies of correspondence referred to in discussions to members. Following up and keeping track of resolutions passed by the relevant committees, and identifying those that are not implemented and compiling reports and submitting to the relevant parties. Preparation and set-up of venues/meeting rooms for scheduled meetings. Using word processing applications to prepare minutes and notifications of meetings. Recording and updating registers of attendees to Committee meetings and, extracting and forwarding information on request to relevant officials. Updating Committee files and records inserting attendance registers, notification, correspondence and minutes in accordance with established referencing sequences. Ensuring that, agendas and minutes are approved prior to distribution. Ensuring finalized agenda and minutes are filed safely.

SPECIAL CONDITIONS: Required to work in all weather conditions. Required to work outside normal working hours during emergencies and planned overtime.

All applications with Curriculum Vitae, certified copies of educational certificates, municipal standard application form, 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.

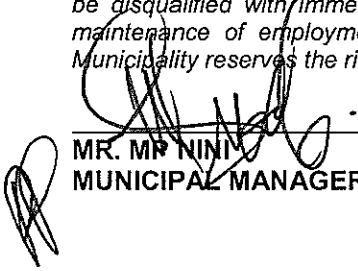
NB: Applications can be emailed to 1 recruitment@bcm.gov.za

White females ,Coloured females and African females are encouraged to apply for this post.

Enquiries: Mr L. Mqota (042) 243 6400

Closing date: 30 October 2026

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. NINI
MUNICIPAL MANAGER

22/10/2026
DATE