



ERRATUM

DIRECTORATE: ORGANISATIONAL DEVELOPMENT AND CORPORATE SERVICES

DIVISION: ADMINISTRATION SERVICES

POSITION: SENIOR ADMINISTRATIVE OFFICER – COMMITTEES (SASOLBURG)

Kindly take note that the position of Senior Admin Officer Committees was advertised with incorrect main duties. The **correct Main Duties** are as follows:

Preparation of Agenda and Minutes of Council and Portfolio Committee Meetings:

- Typing and compiling of minutes and agendas of Council, Mayoral Committee and Portfolio Committee meetings.
- Attending meetings and taking minutes.
- Ensuring distribution of the abovementioned.
- Ensuring that official minutes are regularly sent to printers for binding and seeing to the safekeeping thereof.
- Ensure high quality written communications which may include letters, memoranda, e-mails, reports and other correspondence.

Supervise the Committee Section to render an efficient and coordinated Secretariat Services:

- Communicate with internal departments and / or external service providers in respect of the meeting requirements and / or stationery and equipment needed for specific sessions.
- Compiles and distribute the notices for meetings and make follow up on implementation of resolutions agreed upon.

Oversee and prepare for meetings:

- With reference to Council's schedule of meetings, arrange and confirm venues with due consideration given to the number of delegates attending and facilities required.
- Allocate secretarial resources in accordance with the status and complexity of meetings and submit completed schedules for approval and execution.

- Communicate with office bearers to establish items for inclusion on the agenda and the submission of general reports and proposals supporting the agenda items.
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Task Management:

- Plans ahead to ensure that required equipment and / or materials are in appropriate locations so that work can be done effectively.
- Communicate with office bearers to establish items for inclusion on the agenda and the submission of general reports and proposals supporting the agenda items.

Monitoring of Council Resolutions:

- Compiles and distributes the notices and make follow up on implementation of resolutions agreed upon.

We apologise for any inconvenience caused.