



MAKHUDUTHAMAGA LOCAL MUNICIPALITY

PHYSICAL ADDRESS
01 Groblersdal Road
Jane Furse
1085

POSTAL ADDRESS
Private Bag X434
Jane Furse
1085

Mmogo re šomela diphetogo!

DEPARTMENT:
CORPORATE SERVICES

Makhuduthamaga Local Municipality invites suitably qualified applicants to apply for the under-mentioned vacancy:

MPAC COORDINATOR (X1)

Basic Salary: R217 449, 12 per annum (excluding benefits)

Requirements: Grade 12 Certificate plus Certificate in Office Management. One (1) year relevant experience.

KPA's: The successful candidate will be responsible for the co-ordination of logistical and procedural requirements for Municipal Public Accounts Committee (MPAC) meetings and provision of secretarial support through the following key performance areas: MPAC administration functions & secretarial support. Perform general office support functions/duties. Meeting preparation, including provision of an effective and efficient secretarial support to the office of the MPAC Chairperson.

To apply for the above post use:

The application form must be accompanied by a detailed CV, originally certified copies (not older than 3 months) of academic qualifications, and Identity Document. Copy of the drivers licence must also be attached if it is a requirement of the post.

Failure to comply with the above request will disqualify your application. Emailed and faxed applications will not be considered.

ENQUIRIES: Letshedi G

HR: (013) 265 8658

Switchboard: (013) 265 8600

Applications should be directed to the below address.

Please forward application to: The Municipal Manager, Makhuduthamaga Local Municipality, Private Bag x 434, Jane Furse, 1085

OR

Hand- delivered to: Stand No 1, Groblersdal Road, Jane Furse, 1085 @Municipal Reception

Women and  (people with disability) are encouraged to apply.

Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will disqualify the applicant.

Closing Date: 25 June 2021



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Applications received after the closing date will not be considered, and if you don't hear from the municipality within 30 days after the closing of the advert then regard your application as being unsuccessful.

Makhuduthamaga Local Municipality is an equal opportunity, Affirmative Action employer and subscribe to principles of Employment Equity.

Approved <input checked="" type="checkbox"/>	Not Approved <input type="checkbox"/>	Approved as amended <input type="checkbox"/>
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02/10/2021
Date

Rampedi NM
Municipal Manager

Office of the Municipal Manager
