



Makhuduthamaga Local Municipality invites suitably qualified applicants to apply for the under-mentioned vacancies, based at the **Kgaola Mafiri Building**, Jane-Furse:

1. **Position:** Personal Assistant: Office of the Mayor (X1). **Task Grade 9**

Duration: Contract linked to the term of office of the Mayor

Basic Salary: R204 850, 00 per annum (excluding benefits)

Requirements: Grade 12 plus National Diploma in Office Administration or equivalent relevant qualification. Computer literacy certificate. Good interpersonal and communication skills. 2 years' relevant experience.

KPA's: Coordinate secretarial support services to the Mayor's Office. Coordinate internal and external correspondence in the Mayor's Office. General administration of the Mayor's engagements. Perform general office administration in the Mayor's Office.

2. **Position:** Personal Assistant: Office of the Speaker (X1). **Task Grade 9**

Duration: Contract linked to the term of office of the Speaker

Basic Salary: R204 850, 00 per annum (excluding benefits)

Requirements: Grade 12 plus National Diploma in Office Administration or equivalent relevant qualification. Computer literacy certificate. Good interpersonal and communication skills. 2 years' relevant experience.

KPA's: Coordinate secretarial support services to the Speaker's Office. Coordinate internal and external correspondence in the Speaker's Office. General administration of the Speaker's engagements. Perform general office administration in the Speaker's Office.



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

To apply for the above post:

The application must include Application Form (for officials below senior managers), obtainable from the Municipal website (www.makhuduthamaga.gov.za) and a detailed Curriculum Vitae, Certified copies of Identity Document, and any other required Certificates and the highest required qualifications. Failure to comply with the above request will result in your application being disqualified. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report. Certified documents must not be older than 6 months.

E-mailed 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- deliver 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: 20 March 2023

Applications received after the closing date will not be considered, and if you don't hear from the municipality within 90 days then regard your application as being unsuccessful.



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

Approved ✓	Not Approved	Approved as amended
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Mogamedi RM
Municipal Manager

26/01/2023
Date

Office of the Municipal
Manager

MAKHUDUTHAMAGA LOCAL MUNICIPALITY
OFFICE OF THE MUNICIPAL MANAGER
DATE: 26/01/2023
SIGN: 