



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 permanent vacancy, based at the Main Office in Jane-Furse:

1. Admin Assistant X1: Infrastructure Development(Permanent)

Basic Salary: R247 760, 16 per annum (excluding benefits)

Requirements: Grade 12 plus Secretarial Diploma or equivalent relevant qualification. Computer literacy-Office Application. One (01) year relevant experienced

KPA's: Provide an efficient secretarial service to the Office of the Senior Manager. Provide effective and efficient office admin support to the office of the Senior Manager. Provide effective and efficient secretarial support to the office of the Senior Manager.

2. Admin Assistant X1:Office of the Speaker(Contract linked to the term of the incumbent)

Basic Salary: R247 760, 16 per annum (excluding benefits)

Requirements: Grade 12 plus Secretarial Diploma or equivalent relevant qualification. Computer literacy-Office Application. One (01) year relevant experienced

KPA's: Provide an efficient secretarial service to the Office of the Speaker. Provide effective and efficient office admin support to the office of the Speaker. Provide effective and efficient secretarial support to the office of the Speaker.

3. Personal Assistant X 1: MM'S Office(05 years Contract)

Basic Salary: R247 760, 16 per annum (excluding benefits)

Requirements: Grade 12 plus Secretarial Diploma or equivalent relevant qualification. Computer literacy-Office Application. One (01) year relevant experienced

KPA's: Provide an efficient secretarial service to the Office of the Municipal Manager. Provide effective and efficient office admin support to the office of



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The Municipal Manager. Provide effective and efficient secretarial support to the office of the Manager.

4. Senior HR-OD & Talent Acquisition (X1) Permanent

Basic Salary: R 398 487, 36 per annum (excluding benefits)

Requirements: Grade 12.Degree/National Diploma in Human Resource Management. (3)Three years' experience in general administration

KPA's: Ensure effective and efficient HR environment through coordination of the HR environment. Ensure effective and efficient recruitment and selection processes. Ensure proper employee benefits and personnel admin. Ensure an efficient and effective data base for Human Resource. Ensure effective utilization and implementation of HR activities. Supervision of staff.

To apply for the above posts:

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, drivers' license 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 LI

HR: (013) 265 8658

Switchboard: (013) 265 8600



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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: 16 January 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.

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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Mahlare MA 20/12/2022

Mahlare MA
Acting Municipal
Manager

Date

Office of the Municipal
Manager

MA