

Department Of Corporate Services

EXTERNAL RE-ADVERTISEMENTS

Private Bag X5066
Thohoyandou
0950
Limpopo Province
Tel: 015 962 7500
Fax: 015 962 4020

THULAMELA MUNICIPALITY HEAD OFFICE: THE ECONOMIC HUB OF VHEMBE REGION AND EQUAL OPPORTUNITY EMPLOYER INVITE APPLICATIONS FROM SUITABLE CANDIDATES FOR APPOINTMENT ON THE FOLLOWING VACANT POST.

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|-----------------------|----------|---|
| 1. DEPARTMENT | : | GOVERNANCE SERVICES |
| DIVISION | : | MAYOR'S OFFICE |
| POSITION | : | PA (fixed term contract linked to the term of office of the mayor) |
| POST LEVEL | : | 04 |
| NUMBER OF POST | : | 01 |
| SALARY SCALE | : | R548 827.72 |

REQUIREMENTS:

- Grade 12 and National Diploma or Degree in Public Admin/ Management/ International Relations.
- Good personalities. Computer Literacy. Report writing skills. Project Management skills. Planning and organizing skills. Speech writing skills.
- Three (03) years experience in related field.

RESPONSIBILITIES:

- Update mayor and ensuring that meetings are arranged and confirmed in time.
- Providing political and administrative support to the mayor.
- Screening incoming calls for the mayor.
- Prepare speech for the mayor.
- Attend to the complaints and issues from the communities and direct them to relevant ward councillors.
- Assist in organizing mayoral izimbizo and other relevant events.
- Assist in improving positive image of the mayor.
- Co-ordinate and arrange meetings with traditional leaders.
- Drawing up the strategic business plan for the office of the mayor.
- Taking minutes during meetings related to the mayor.
- Management of the mayor's diary.
- Prepare, manage and control annual budget.

NB. Application must be submitted on the signed Thulamela Municipality application form obtained on the Website: www.thulamela.gov.za. Accompanied by comprehensive C.V and certified copies of certificates to be forwarded to: **THE MUNICIPAL MANAGER, THULAMELA MUNICIPALITY, P/BAG X5066,**

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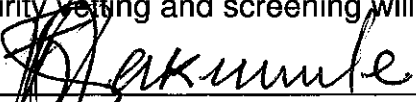


THOHOYANDOU, 0950 or may be handed in at Office no. **130B** during working hours. People with disability are encouraged to apply. No faxed, Emailed or late applications will be considered. For administration enquiries contact: **Thenga A.R @ 015 962 7775 Ramugondo R.R. @ 015 962 7643**

Closing date: 11 August 2022

Applicants who previously applied are encouraged to re-apply

Should you not be contacted within **30** days after the closing date, accept that your application was unsuccessful. Qualification, employment background check, security vetting and screening will be carried out to all shortlisted candidates.



**ACTING MUNICIPAL MANAGER
MAKUMULE M.T**



DATE