



# 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 vacancies:

### 1. HIV/ AIDS Officer (X1)

**Basic Salary: R283 752, 12 per annum (excluding benefits)**

**Minimum Requirements:** Grade 12 plus National Diploma in Social Sciences/Nursing. 2 years relevant experience.

**KPA's:** To coordinate HIV/AIDS related services across the municipality in partnership with stakeholders in line with the following key performance areas: Ensure laid down objectives related to creating awareness and making adequate and capable support available are accomplished. Ensure administrative procedures dictating reporting requirements with respect to the functions/activities are compiled with. Coordinate and promote health awareness to the community.

### 2. Admin Assistant: Office of the Mayor (X1)

**Basic Salary: R217 369, 20 per annum (excluding benefits)**

**Minimum Requirements:** Grade 12 plus Administration Certificate or equivalent. Computer Literacy – Office Applications. Good Interpersonal and Communication Skills. 0-1 year relevant experience.

**KPA's:** Provide administrative support to the office of the Mayor and attends to specific office support /clerical activities, including but not limited to the following key performance areas: Provide administrative support. Perform general office support functions/duties. Meeting preparation.

### 3. Admin Assistant: Office of the Speaker (X1)

**Basic Salary: R217 369, 20 per annum (excluding benefits)**

**Minimum Requirements:** Grade 12 plus Administration Certificate or equivalent. Computer Literacy – Office Applications. Good Interpersonal and Communication Skills. 0-1 year relevant experience.

**KPA's:** Provide administrative support to the office of the Speaker and attends to specific office support /clerical activities, including but not limited to the



# 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

following key performance areas: Provide administrative support. Perform general office support functions/duties. Meeting preparation.

**To apply for the above post use:**

The Application Form/ Letter must be accompanied by a detailed CV, originally certified copies (not older than 6 months) of academic qualifications, and Identity Document.

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

**Enquiries: Letshedi G**

HR: (013) 265 8658

Switchboard: (013) 265 8658

**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 October 2021**

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**

*Mmogo re Somela diphetogo!*

DEPARTMENT:  
CORPORATE SERVICES

**PHYSICAL ADDRESS**  
01 Groblersdal Road  
Jane Furse  
1085

**POSTAL ADDRESS**  
Private Bag X434  
Jane Furse  
1085

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"/>
---	--	---



Rampedi NM  
Municipal Manager

17/09/2021  
Date

---

---

---

---

---

---

---

---

Office of the Municipal Manager