



## MAKHUDUTHAMAGA LOCAL MUNICIPALITY

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

### ADMIN ASSISTANT (BUDGET AND TREASURY)

(Permanent)

**Basic salary: R143 210.52 per annum (excluding benefits)**

**Requirements:** • A Grade 12 • A National Diploma in Office Administration/Management or equivalent.

**Key responsibilities:** • Minute crucial meetings, distribute accordingly and maintain records • Prepare presentations • File documents required for current office use • Maintain and update the computerised and paper filing register and access as required • Assist with administrative work (such as typing, printing, photocopying, faxing and e-mailing) to support the operational requirements within the organisation • Arrange meetings (including venues), presentations, refreshments and other requirements for staff in the normal course of business within the company • Perform any other duties required from time to time.

Makhuduthamaga Local Municipality is an equal opportunity, affirmative action employer and subscribes to principles of employment equity.

An application form/letter must be accompanied by a detailed CV, originally certified copies (not older than 3 months) of academic qualifications, copy of an Identity Document and driver's licence.

Shortlisted candidates will be subjected to security and reference checks.

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

**Enquiries:** HR: (013) 265-8619/16 or switchboard: (013) 265-8600

**Applications should be directed to the Municipal Manager, Makhuduthamaga Local Municipality, Private Bag X434, Jane Furse 1085 OR hand-delivered to Stand No 1, Groblersdal Road, Jane Furse 1085 at Municipal Reception.**

Women and people with disability are encouraged to apply.

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

**Closing date:** 12 January 2018

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