



Mmogo re šomela diphetogo!

DEPARTMENT:
CORPORATE SERVICES

READVERT: COUNCIL SECRETARY

BASIC SALARY: R 346 101.96

MINIMUM REQUIREMENTS: Grade 12, NQ Level 6 Public administration or equivalent, 5 years relevant experience of which 4 years is in a supervisory capacity .

KEY PERFORMANCE AREAS:

- Supervise and coordinate council and committee work to ensure an efficient service delivery
- Coordinate council and committee meetings through the office of the mayor, speaker and Municipal manager.
- Advise councilors on administrative processes and procedures of the municipality
- Maintain an up to date councilor database and demography
- Assist and advice the office of the chief whip when deploying councilors to various committees of the council
- Prepare, compile and consolidate agendas, reports and council documents.

No fax, e-mailed or Z83 applications will be accepted.

To apply forward: a signed cover/application letter specifying the position applied for, a detailed CV, originally certified (not older than 3 months) copies of academic qualifications, copy of an identity document, and driver's licence (where applicable) must accompany the application.

Failure to comply with the above request will result with your application not being considered.

Correspondence will only be entered into with shortlisted candidates. If you do not receive notification regarding your application within one month from closing date, please accept that your application was unsuccessful. The municipality reserves the right not to make any appointment.

Please forward application to:

The Acting 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.


Benefits include: Cell phone, travel/car allowance, (where applicable) and employer's contribution to medical aid and pension.

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

Closing Date: 10 January 2019

ENQUIRIES: Corporate Services Department: HRM

Mrs Mahlare M.A, Tel: (013) 265 8616
Switchboard: (013) 265 8600

1 | Women and  (people with disability) are encouraged to apply.



MAKHUDUTHAMAGA 2 LOCAL MUNICIPALITY

PHYSICAL ADDRESS
01 Groblersdal Road
Jane Furse
1085

POSTAL ADDRESS
Private Bag X434
Jane Furse
1085

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Makhuduthamaga Local Municipality is an equal opportunity and Affirmative action employer as per the Employment Equity Act, 55 of 1998.

Rampedi MN
Municipal Manager