



## GREATER TZANEEN MUNICIPALITY VACANCY



Applications are invited from suitable qualified persons to fill the following position:

### COMMUNITY SERVICES DEPARTMENT

<b>Administrative Officer</b> (Job Id Nr. 6/0/0/002)
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**Salary: R110 088.00 per annum (Job level T9)**

The job purpose of an Administrative Officer is to render administrative duties for the Department to ensure the smooth running of the administrative activities of the Department.

**Key performance areas:** The Administrative Officer must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for:

- ◆ *Providing decentralized administration of HR-division and remuneration services to an effective administrative support service*
- ◆ *Performing general office administration to provide Department with an effective administrative service.*

**Requirements:** • National Diploma in Public Management or equivalent • Three years' experience will be an added advantage.

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***Applications on the prescribed application form ([www.tzaneen.gov.za](http://www.tzaneen.gov.za)), a comprehensive CV and copies of certified certificates should be addressed to: Municipal Manager, Greater Tzaneen Municipality, P.O. Box 24, TZANEEN, 0850.***

Further information can be obtained by contacting Mr MPS Visser at tel (015) 307 8384/2/1.

Greater Tzaneen Municipality is an Employment Equity Employer.

Fraudulent qualifications or documents will immediately disqualify any application. A candidate who canvasses any councilor and /or senior official for preference will be disqualified immediately from the selection process or from any appointment. Short-listed applicants will be screened for criminal records and /or any pending criminal cases.

Applicants who are not invited for an interview should regard their applications as unsuccessful.

**Closing date: 23 May 2011 at 12:00**

**MRS TC MAMETJA  
MUNICIPAL MANAGER**