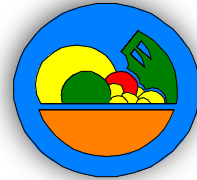




GREATER TZANEEN Municipality



VACANCY

The following position is being advertised and applicants are invited to apply.

ELECTRICAL ENGINEERING DEPARTMENT

1 X ADMINISTRATIVE OFFICER
(Job Id Number. 7/2/0/001)

Salary: R 515 462. 52 per annum (Job level 5)

The job purpose of the Administrative Officer is to coordinate administration duties and related tasks for the Electrical Engineering Department.

Key performance areas: The Administrator must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ▲ Administer information account for new and revised services. ▲ Calculates statistics of services provided to ensure tracking of supply and demand. ▲ Provides decentralized administration of human resources- services and remuneration services to ensure an effective and efficient administration service. ▲ Assists with compilation of annual budget to ensure the optimal usage of resources at the most cost effective way. ▲ Perform general office administration to ensure the effective and efficient administrative support service. ▲ Perform general office administration.

Requirements: ● Grade 12 ● National Diploma in Office Management, Administration or relevant qualification ● Driver's license ● Three (2) years' appropriate experience.

Applications on the compulsory prescribed application form and indemnity form (www.greatertzaneen.gov.za), a comprehensive CV and copies of certified certificates and ID copy should be addressed to: Municipal Manager, Greater Tzaneen Municipality, P.O. Box 24, TZANEEN, 0850

Fraudulent qualifications or documents will immediately disqualify any application. A candidate who canvasses any councillor 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. Council at all times reserves the right not to appoint.

Closing date 12 March 2021 at 15:00 Enquiries: Mrs H Maake (015) 307 8284/ 8006

Greater Tzaneen Municipality is an equal opportunity employer and as such will observe the requirements of the Employment Equity Act and its EE Plan.

MR BS MATLALA – MUNICIPAL MANAGER