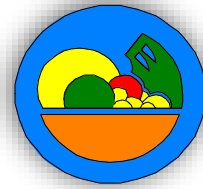




GREATER TZANEEN Municipality VACANCY



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

COMMUNITY SERVICES DEPARTMENT

1 X ADMINISTRATIVE OFFICER
(Job Id Number 6/0/0/002)

Salary: R 428 356. 56 per annum (Job level 8)

The job purpose of Administrative Officer is to coordinate administrative duties for 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: ▲ Plan and coordinate activities of teams. ▲ Provide decentralised administration of HR division and remuneration services ▲ Perform general office administration ▲ Provide decentralised administration of EPWP and remuneration services ▲ Maintain records of cemeteries. ▲ Plan site administration for departmental special programs and events.

Requirements: National Diploma in Public Administration or relevant qualification, Computer Literacy, bilingualism and Two (02) years relevant experience.

Applications should be submitted on the prescribed compulsory 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 and their qualifications will be verified.

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: 03 May 2024 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 D MHANGWANA – MUNICIPAL MANAGER