



Greater Tzaneen Municipality



Vacancy

Applications are invited from suitable qualified persons to fill the following position in the Corporate Services Department:

1 X ADMINISTRATIVE OFFICER (Job level 5)

The job purpose of an Administrative Officer is to plan and manage the internal and external municipal services in Lenyenyene and the surrounding villages to ensure effective and efficient service delivery.

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:-
 - *Performing work according to the work plan, routine activities and ad-hoc instructions received from supervisor and reports on activities performed to ensure effective work performance;*
 - *Performing administrative and human resources related activities to provide an effective administrative and human resources service;*
 - *Dealing with housing functions to see to the processing of applications;*
 - *Supervising the cashier to ensure the implementation and maintenance of proper control functions;*
 - *Ensuring effective utilization, application of equipment and material;*
 - *Performing Helpdesk services to provide an effective information service to the community;*
 - *Performing public and client service functions to ensure proper communication; and*
 - *Performing the following general administrative functions to provide a proper administrative service to the public.*

As a minimum requirement a B-degree in Social Services or Public Administration or equivalent and communication skills is set. Appropriate experience and B Driver's license is essential.

A salary of R164 249.96- R172 613.63- R181 371.89 pa will be payable.

Applications on the prescribed application form, (www.tzaneen.gov.za) with a comprehensive CV 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 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.

Further information can be obtained by phoning Mr MPS Visser on tel no. 015- 307 8384/2/1.

Greater Tzaneen Municipality is an Employment Equity Employer.

Closing date: 25 January 2010 at 12H00

**MABAKANE MANGENA
MUNICIPAL MANAGER**