



GREATER TZANEEN Municipality



VACANCY

Applications are herewith invited from suitably qualified persons for appointment in the following vacancy:

ENGINEERING SERVICES DEPARTMENT

1 X ADMINISTRATOR
(Job Id Number. 5/0/0/002)

Salary: R374 098.92 per annum (Job level 5)

The job purpose of the Administrator is to administrate and coordinate all admin of personnel and related tasks in Engineering Services 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 account information for new and revised water meter services to ensure the effective and efficient administration.▲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. ▲ Responsible for the appointing of students and temporary personnel in department, to ensure the proper administration of the appointment procedures.

Requirements: ● Grade 12 ● Computer literacy, bilingualism ● Diploma in Secretarial studies or in Business administration ● 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: 27 November 2015 at 12:00

PLEASE MARK CLEARLY WHICH POSITION YOU ARE APPLYING FOR

Further information can be obtained by phoning Mrs H Maake on tel no. 015- 307 8384/8006.

Greater Tzaneen Municipality is an Employment Equity Employer.

SR MONAKEDI – MUNICIPAL MANAGER

