



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: R396 544.86 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: ● Diploma in Public Administration, Management or equivalent ● Computer literacy, communication skills and drivers license ● Three (3) years' experience in administration.

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

Please note that ♦ No late applications will be considered ♦ No faxes and e-mails will be accepted ♦Fraudulent qualifications or documents will immediately disqualify any application ♦ Canvassing with Councillors or any other decision-maker is not permitted and proof thereof will result in disqualification ♦ Applicants who are not invited for an interview, please accept that your application has been unsuccessful ♦Short-listed applicants will be screened for criminal records and /or any pending criminal cases and their qualifications will be verified. Council at all times reserves the right not to appoint.

Closing date: 05 May 2017 at 15:00

Enquiries: Mrs H Maake (015) 307 8384/8006

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

SR MONAKEDI – MUNICIPAL MANAGER