



# GREATER TZANEEN Municipality Vacancy



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

## CORPORATE SERVICES DEPARTMENT

**1X PRINCIPAL CLERK/ SECRETARY MPAC**  
(Job Id Number: 4/2/4/002)

**Salary: R 374 325. 24 per annum (Job level 08)**

The job purpose of a Principal Clerk/ Secretary MPAC is to provide personal administrative support to MPAC.

**Key performance areas:** The Principal Clerk/ Secretary MPAC must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ▲ *Provide support in gathering matters referred to the committee by other Council committees for investigation* ▲ *Perform administration duties* ▲ *Provide administrative support to Councillors in preparation for meetings.*

**Requirements:** Grade 12, Certificate in Public Administration or relevant experience ; One (01) year relevant experience and Drivers licence.

---

***Applications should be submitted on the prescribed compulsory application form and indemnity form ([www.greatertzaneen.gov.za](http://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: 05 November 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 H.A NKUNA –ACTING MUNICIPAL MANAGER**