



GREATER TZANEEN Municipality



Vacancy

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

CORPORATE SERVICES DEPARTMENT

1 X ADMINISTRATIVE OFFICER

(Job Id Number 4/0/0/003)

Salary: R 657 001. 56 per annum (Job level 5)

The job purpose of Administrative Officer is to coordinate the administration duties and related tasks 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:

- ▲ Provide centralised administration of human resources and financial services
- ▲ Provide advice and support on preparation and submission of departmental reports and documents
- ▲ Plan and Coordinate requisition of stock items
- ▲ Perform general Office administration.

Requirements: National Diploma in Public Administration or related qualification, Driver's license 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: 07 November 2025 at 15:00 **Enquiries: Ms. ON Napo (015) 307 8245/8311.**

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