



GREATER TZANEEN Municipality VACANCY



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

OFFICE OF THE CHIEF OPERATING OFFICERS DEPARTMENT

1 X ADMINISTRATIVE CLERK (PMS)
(Job Id Number 8/4/0/003)

Salary: R 447 632. 52 per annum (Job level 8)

The job purpose of Administrative Clerk is to provide administrative support services of Institutional PMS.

Key performance areas: The Administrative Clerk must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ▲ Render Institutional PMS Planning process ▲ Facilitate logistical arrangement for Institutional PMS Meetings ♦ Provide assistance with the composition of annual PMS budget and report usage of resources ♦ Provide support on compiling reports regarding programmes and projects ♦ Perform client and public service function ♦ Facilitate queries from departments/ Public.

Requirements: Grade 12, Certificate in Office Administration, or relevant qualification (NQF Level 4); One (1) year 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: 21 February 2025 at 15:00

Enquiries: Mr. TE Selowa (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 D MHANGWANA – MUNICIPAL MANAGER