



Greater Tzaneen Municipality VACANCY



Applications are invited from suitable qualified person to fill the following position in the Community Services Department:

1 X ADMINISTRATIVE OFFICER (JOB LEVEL 5)

The purpose of the job of an Administrative Officer is to render administrative duties for the Department to ensure the smooth running of the administrative activities of the department.

The Administrative Officer must ensure that the daily work is done to satisfaction and to achieve the necessary objectives of Council in a safe working environment.

He/she will be responsible for:-

- Providing decentralized administration of HR-division and remuneration services to an effective administrative support service; and
- Performing general office administration to provide department with an effective administrative service.

As a minimum requirement a National Diploma in Public Management or equivalent with three years appropriate experience will be an added advantage.

A salary of R164 249.96– R172 613.63– R181 371.89 pa will be payable.

Applications on the prescribed application form (www.tzaneen.gov.za), a comprehensive CV and copies of certified certificates 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 councilor 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.

Further information can be obtained by phoning Mr MPS Visser on tel no. 015- 307 8384/2/1.

Greater Tzaneen Municipality is an Employment Equity Employer.

Closing date: 26 February 2010 at 12:00

**MABAKANE MANGENA
MUNICIPAL MANAGER**