



# GREATER TZANEEN Municipality



## VACANCY

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

### BUDGET AND TREASURY DEPARTMENT

**1 X ADMINISTRATIVE OFFICER**  
(Job Id Number. 3/0/0/005)

**Salary: R 559 945. 44 per annum (Job level 5)**

The job purpose of the Administrative Officer is to coordinate administration duties and related tasks of the Chief Financial Officer.

**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: ▲ Plan and coordinate activities of the Chief Financial Officer. ▲ Provide decentralised administration of human resources- services and remuneration services ▲ Provides decentralized administration of human resources- services and remuneration services. ▲ Provide advice and support on financial administration related matters. ▲ Perform general office administration.

**Requirements:** ● Grade 12 ● National Diploma in Public Management or relevant qualification ● Driver's license ● Two (2) years' relevant experience.

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***Applications on the compulsory prescribed 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.

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 17 March 2023 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.

**D MHANGWANA – MUNICIPAL MANAGER**