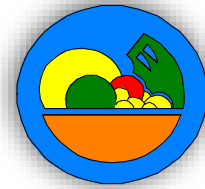




GREATER TZANEEN Municipality



VACANCY

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

CORPORATE SERVICES DEPARTMENT

1 X COMMITTEE ADMINISTRATOR
(Job Id Number. 4/2/2/003)

Salary: R 534 146. 04 per annum (Job level 6)

The job purpose of the Committee Administrator is to provide council support and secretarial services.

Key performance areas: The Committee Administrator must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ▲ Coordinate logistical and procedural requirements associated with Council and Council Committee Meetings. ▲ Provide secretarial support to Council and Council Committees ▲ Perform administrative activities associated with preparation of documents and correspondence for circulation. ▲ Provide administrative functions. ▲ Provide administrative support to Councillors in preparation for meetings.

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

Applications on the compulsory prescribed 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.

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 08 December 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.

MR D MHANGWANA – MUNICIPAL MANAGER