



GREATER TZANEEN MUNICIPALITY VACANCY



The following position is advertised and applicants are invited to apply

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT

SENIOR ADMINISTRATIVE OFFICER

(Job Id Number 2/1/0/002)

Salary: 458 559.36 per annum (Job level 4)

Job Purpose: To facilitate and promote Socio-Economic Development, Tourism and LED for Greater Tzaneen Municipality.

Key Performance Areas: The Senior Administrative Officer must ensure that the daily work is done to satisfaction and to achieve the objectives of Council ♦ Assist with the development of divisional vision and strategy and ensures implementation to assist the HOD to promote and execute the divisional vision ♦ Assist with the development and monitoring of systems, policies, procedures and processes to ensure correct working operations and practices ♦ Performs economic and social development activities under supervision of Head of Division to ensure the encouragement of economic and social development ♦ Assist with management of contracts for economic and social development activities to ensure effective control over contract and contractors ♦ Creates and maintains statistical database of Greater Tzaneen Municipality in terms of area profile, service delivery information, etc. to ensure efficient and effective control over databases ♦ Performs client and public service functions to ensure proper communication.

Requirements: ♦ National Diploma in Economics/ Development Studies/ Business Economics and Law
♦ 3 years relevant experience. C1 Driver License

Applications on the prescribed compulsory application form and indemnity form (www.greatertzaneen.gov.za), a comprehensive CV, 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: 11 May 2018 at 15:00 Enquiries: Mrs H Maake (015) 307 8284/2/8006

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 BS MATLALA – MUNICIPAL MANAGER