

GREATER TZANEEN MUNICIPALITY VACANCIES



Applications are herewith invited from suitably qualified persons for appointments in terms of the Local Government: Municipal Systems Act (32/2000): Local Government: Municipal Staff Regulations of 20 September 2021, Government Gazette No: 45181, contractual (In line with the term of the mayor) in the following vacancy:

OFFICE OF THE MUNICIPAL MANAGER

MANAGER (Office of the Mayor) (Job Id No: 0/1/1/001)

Remuneration :R1 309 394.40 per annum (Job level 3) all inclusive

The job purpose of the Manager is to manage activities of the mayors 'office and special programmes.

Key performance areas: The Manager must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: • Develop and enforce policies and procedures for the improved flow of work through the Mayor's Office • Manage activities of the Mayor • Direct work necessary to accomplish programs or projects of special interest to the Mayor • Gather information on matters of governance and concerns for the Mayor • Manage special programmes activities • Manage financial resources on Special Programmes • Accompanies the Mayor to various meetings and ensures that the Mayor receives all the necessary background information • Planning and managing utilisation of resources in order to ensure optimum utilisation of all resources needed to perform activities.

Requirements: B Degree in Social Science, Public Administration/Management or relevant experience Five (5) years relevant experience in the field • Computer literacy, Communication, report writing and journalistic skills and driver's license.

OFFICE OF THE MUNICIPAL MANAGERS DEPARTMENT

EXECUTIVE SECRETARY TO THE MAYOR (Job Id Number: 0/1/1/003)

Remuneration: R657 997.92 per annum (Job level 8) all inclusive

The job purpose of an Executive Secretary to the Mayor is to provide general secretarial activities to the Office of the Mayor.

Key performance areas: The Executive Secretary must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: • Perform reception activities • Perform general office administration • Administer internal and external correspondence • Arrange and coordinate meeting logistics.

Requirements: Grade 12, Certificate in Office Administration or relevant qualification; One (01) year relevant experience.

OFFICE OF THE MUNICIPAL MANAGERS DEPARTMENT

PERSONAL ASSISTANT TO THE MAYOR (Job Id Number: 0/1/1/002)

Remuneration :R896 955.36 per annum (Job level 7) all inclusive

The job purpose of an Executive Secretary to the Mayor is to provide general secretarial activities to the Office of the Mayor.

Key performance areas: The Personal Assistant must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: • Manage and maintain Mayor's office • Escort the mayor to various meetings • Prepare, edit and review correspondence from Mayor to citizens • Provide feedback on matters of significance in which the Mayor is actively involved to the Office of the Municipal Manager through oral and written reports

Requirements: National Diploma in Public Administration/Management, Social Science or relevant qualification; Two (02) years relevant experience; Drivers licence.

Applications should be submitted on the prescribed compulsory application form and indemnity form (www.greatertzaneen.gov.za), a comprehensive CV, certified copies of qualifications and ID copy should be addressed to: Municipal Manager, Greater Tzaneen Municipality, P.O. Box 24, TZANEEN, 0850

Please note that • No late applications will be considered • No faxes and e-mails will be accepted • Fraudulent qualifications or documents will immediately disqualify any application • Canvassing with Councillors or any other decision-maker is not permitted and proof thereof will result in disqualification • Applicants who are not invited for an interview, please accept that your application has been unsuccessful • Short-listed applicants will be screened for criminal records and /or any pending criminal cases and their qualifications will be verified. Council at all times reserves the right not to appoint.




Closing date: 19 June 2026 at 15:00 Enquiries: Mr. TE Selowa (015) 307 8059/8159 Enquiries: Mrs H Maake (015) 307 8059/8159

Greater Tzaneen Municipality is an equal opportunity employer and as such will observe the requirements of the Employment Equity Act and its EE Plan.

F MTHETWA – ACTING MUNICIPAL MANAGER



A Green, Healthy, Prosperous
and United Municipality that
Provides Quality Services to All

 www.greatertzaneen.gov.za
 015 307 8000
 info@tzaneen.gov.za

