

# Winnie Madikizela-Mandela Local Municipality

Physical Address  
51 Winnie Madikizela  
Mandela Street  
Postal Address  
P O Box 12  
Bizana



Office of the Municipal  
Manager  
Tel: 039 251 0230  
Fax: 039 251 0917  
mahlakal@mbizana.gov.za

---

## EXTERNAL ADVERTISEMENT

Applicants are hereby invited from suitable qualified individuals to fill the vacant position indicated below:

<b>1. POST</b>	<b>: ADMINISTRATIVE CLERK</b>
<b>DEPARTMENT</b>	<b>: OFFICE OF THE MUNICIPAL MANAGER</b>
<b>DURATION</b>	<b>: CONTRACT ATTACHED TO THE WHIP OF COUNCIL</b>
<b>REFERENCE</b>	<b>: WMMLM/JD6/ACW</b>
<b>SALARY</b>	<b>: R312 343.00 – R380 347.00 ALL INCLUSIVE PACKAGE</b>

**PER ANNUM**

### **MINIMUM REQUIREMENTS**

- ✓ Grade 12;
- ✓ Certificate in Computer Studies;
- ✓ 1-2 years' experience in Administration field;
- ✓ Ability to work with people and good communication skills; and
- ✓ Ability to speak at least two languages spoken within the Council's area of jurisdiction

### **KEY PERFORMANCE AREAS:**

- ✓ Responsible for admin duties in the of the of the Whip;
- ✓ Manages Chief Whip's diary;
- ✓ Provide administrative support to council political parties;
- ✓ Co-ordinates Whippery meetings;
- ✓ Make travelling and accommodation arrangements for Whip and Councillors;
- ✓ Coordinate caucuses of all council political parties and logistical arrangements; and
- ✓ Receives and communicate correspondences sent to Whip's office.

**NB: WMMLM is a Category 2 Municipality and is committed to affirmative action and Employment Equity Act 55 of 1998.**

An application form (available on the municipal website) must be completed to apply for the position and the reference number quoted, accompanied by a comprehensive CV with traceable references, copies of certificates, ID and driver's licence must be submitted as part of the applicant's application.

All correspondences should be addressed to: The Senior Manager: Corporate Services, Winnie Madikizela-Mandela Local Municipality, P.O. Box 12, Bizana, 4800 or be submitted to the Municipal Offices during office hours or emailed to: [hr@mbizana.gov.za](mailto:hr@mbizana.gov.za). For more information please contact: **Ms N. Mshweshwe** on **039-251 0230** during office hours. **Closing date: 28 August 23 @ 12pm.**

**CANVASSING OF COUNCILLORS AND OR OFFICIALS WILL DISQUALIFY YOUR APPLICATION, THE MUNICIPALITY RESERVES THE RIGHT NOT TO FILL THESE POSTS.**

Applicants who have not been contacted within 30 days after the closing date should know that their applications have been unsuccessful.



**Mr L. Mahlaka**  
**MUNICIPAL MANAGER**