

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 ADVERT

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

- | | |
|----------------------|---|
| 1. POST: | ADMINISTRATION CLERK |
| DEPARTMENT: | MUNICIPAL MANAGER'S OFFICE |
| CONTRACT: | PERMANENT |
| TASK GRADE: | 06 |
| REFERENCE: | MLM/JD06/ADMM |
| REMUNERATION: | R142 058.00 BASIC SALARY PER ANNUM |

REQUIREMENTS

- ✓ Grade 12;
- ✓ Certificate in Computer Studies (Ms Word, Excel & PowerPoint)
- ✓ 1-2 years' experience in the administration field;
- ✓ Understanding of Local Government Legislation and protocols;
- ✓ Fluency in at least two official languages (English & Isixhosa);
- ✓ Excellent communication, writing and presentation skills and
- ✓ Be able to work beyond working hours

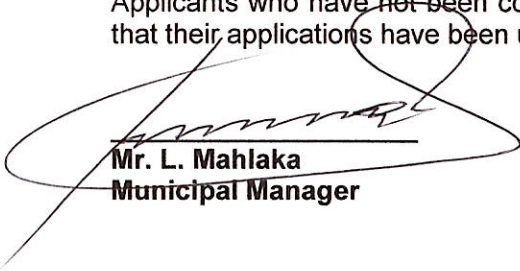
KEY PERFORMANCE AREA

- ✓ Provide admin support to the IDP & PMS Section in relation to organizing meetings / consultative forums, performance monitoring sessions and etc;
- ✓ Responsible for circulating notification and agendas to government departments, managers and all stake holders as expected for various meetings;
- ✓ Responsible for compilation of departmental reports and POEs as well as processing of all requisitions for the office;
- ✓ Follow up on payment of service providers after various meetings to ensure that all services are paid within a reasonable time;
- ✓ Assist with admin support in the office of the Municipal Manager and
- ✓ Responsible for accommodation arrangements and assist with S & T claims for the section.

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. For more information please contact: **Ms N. Mshweshwe on 039-251 0230** during office hours. **Closing date: 31-01-2024 @ 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