

Mbizana 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
lmahlaka@mbizana.org.za

EXTERNAL-ADVERTMENT

Mbizana Local Municipality is a category 2 Municipality that is committed to affirmative action and provisions Employment Equity Act 55 of 1998. Applications are hereby invited from suitable qualified, experienced, and innovative individuals to fill the vacant position indicated below:

1. **POST** : **ADMINISTRATION CLERK**
TASK GRADE : **06**
DURATION : **PERMANENT POSITION**
SALARY SCALE : **R 108 066.00**

REQUIREMENTS

- ✓ Grade 12.
- ✓ Secretarial Course,
- ✓ Diploma in Office Administration will be an added advantage,
- ✓ Must speak English and Xhosa fluently,
- ✓ Computer literate and
- ✓ Good Communication skills

KEY PERFORMANCE AREAS

- ✓ Filing of documents,
- ✓ Doing requisitions for the department,
- ✓ Taking minutes for the departmental meetings
- ✓ Recording and dispatching of all signed documents to their respective offices and
- ✓ Arranging travel arrangements and S&T Claims

NB: Mbizana Municipality is committed to affirmative action and Employment Equity Act 55 of 1998.

All correspondences should be addressed to: The Corporate Services Senior Manager, Mbizana Local Municipality, P.O. Box 12, Bizana, 4800 or be submitted to HR Offices during office hours. For more information, please contact: **Mr. Z.S. Jojimali on 039-251 0230. Closing date: 25 May 2018.**



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

No faxed or emailed applications will be accepted, 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

