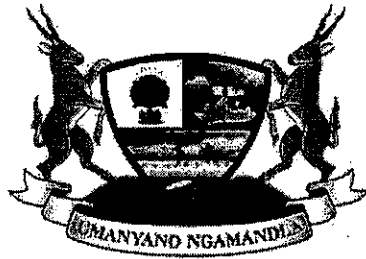


# Mbizana Local Municipality

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 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>TASK GRADE</b> | <b>: 06</b>                                 |
| <b>DEPARTMENT</b> | <b>: CORPORATE SERVICES</b>                 |
| <b>DURATION</b>   | <b>: PERMANENT</b>                          |
| <b>SALARY</b>     | <b>: R115 630.00 Basic Salary Per Annum</b> |

### MINIMUM REQUIREMENTS

- ✓ Matric;
- ✓ Be Computer literate;
- ✓ Knowledge of MS Office applications;
- ✓ Must speak English and Xhosa fluently and
- ✓ Be able to work under pressure.

### KEY PERFORMANCE AREAS:

- ✓ Capture and store information pertaining to Departmental functions;
- ✓ Ensuring that all departmental reports and correspondences (incoming and outgoing) are copied and filed accordingly;
- ✓ Perform administrative duties related to initiation and processing of departmental procurement requests;
- ✓ Performs administrative activities associated with the smooth running of Departmental systems and
- ✓ Assisting the general public, other staff and outside group and agencies by providing information related to a specific program area of assignment, receive office and telephone calls and respond to complaints of a general nature.

- ✓ Assist with the setting of Municipal objectives, strategies and targets;
- ✓ Facilitate the development of the Service Delivery and Budget Implementation Plan;
- ✓ Align the IDP's objectives and strategies with the Municipal performance targets;
- ✓ Coordinate periodical reports including individual reports; organizational reports; annual reports; mid-year term reports; MTAS and Annual Performance Reports and
- ✓ Responsible for Monthly Back To Basics reporting.

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

A covering letter clearly stating the position you are applying for, CV with traceable references, certified copies of certificates, ID and driver's licence must be submitted as part of an applicant's application. All correspondences should be addressed to: The Senior Manager: Corporate Services, Mbizana Local Municipality, P.O. Box 12, Bizana, 4800 or be submitted to the HR Offices during office hours. For more information please contact: Mr Z.S. Jojimali on 039-251 0230 during office hours.

Closing date:..... @ 12pm.

14 March 2019

**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**