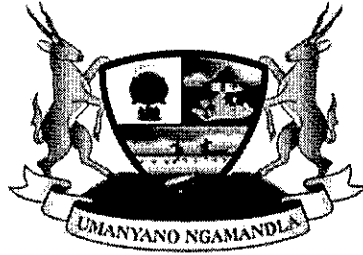


Mbizana Local Municipality

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:

- | | |
|-------------------|---|
| 1. POST | : ADMINISTRATIVE CLERK |
| DEPARTMENT | : OFFICE OF THE MUNICIPAL MANAGER |
| DURATION | : CONTRACT ATTACHED TO CHIEF WHIP |
| SALARY | : R268 407.10 ALL INCLUSIVE PACKAGE PE ANNUM |

MINIMUM REQUIREMENTS

- ✓ Matric (STD 10) or equivalent experience in Local Government
- ✓ Office of administration will be added as an advantage
- ✓ Certificate in Computer Studies
- ✓ Effective Verbal and Writing Communication skills
- ✓ 1-2 years' experience in Administration field

KEY PERFORMANCE AREAS:

- ✓ Manages Chief Whip's diary
- ✓ Provide administrative support to council political parties
- ✓ Responsible for coordination of whippery meetings
- ✓ Arrange travelling and accommodation for Chief Whip
- ✓ Coordinate caucuses of all council political parties and logistical arrangements

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: 28.03.2019 @ 12pm.

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