

## MANTSOPA LOCAL MUNICIPALITY



**MANTSOPA LOCAL MUNICIPALITY SUBSCRIBES TO THE PRINCIPLES OF THE EMPLOYMENT EQUITY ACT, AND NEED TO APPOINT SUITABLY QUALIFIED AND EXPERIENCED PEOPLE IN THE UNDERMENTIONED POSITIONS.**

**PEOPLE WITH THE SKILL AND EXPERTISE TO DISCHARGE THE DUTIES OF THE UNDERMENTIONED POSITIONS ARE INVITED TO APPLY**

## **INTERNAL VACANCY**

### **ADMINISTRATIVE OFFICER PMU**

Salary: Appropriate PMU Salary Range                      Permanent Post plus

#### **BENEFITS OF THE POSITION:**

Pension / Provident fund,  
Medical aid,  
13<sup>th</sup> cheque,  
Annual leave.

#### **REQUIREMENTS FOR THE JOB**

National Diploma in Administration/ Secretarial qualification  
At least 5 year experience in the related field as administrator/secretary  
Computer literacy on MS Word and advanced Excel  
Driver's license

#### **KEY PERFORMANCE AREAS**

Liaise with Supervisors in the PMU department  
Assist with the personnel administration procedures to ensure an effective administration  
Assist with the handling of all personnel enquiries, by answering enquiries regarding leave credits and general personnel administrative matters in the PMU department  
Monitoring clock system, attendance registers, overtime registers by using a computer  
Liaise with the Skills development Facilitator on all matters of training for the department  
Keeping of accurate records pertaining to all PMU department  
Perform any other functions as required within the department

**Please forward your CV and covering letter (including three contactable references) and certified copies of qualifications. To the following address:**

Corporate Services Department  
Mantsopa Local Municipality,  
P O Box 64,  
Ladybrand,  
9745

or hand deliver to:

HR Office, Mantsopa Local Municipality  
38 Joubert Street, Ladybrand, 9745.

Fax and E-mail applications will not be considered. For enquiries please contact Me L Ntsepe  
Telephone: (051) 924 0654 / 5

Fraudulent qualifications, documentation or driver's license from applicants will render the applicant immediately disqualified. A candidate/applicant who canvasses any Councillor/official of the Municipality for preference will also be disqualified from the selection process or from appointment. The Municipality reserves the right to appoint or not to appoint.

**The following people are encouraged to apply: Disabled, previously disadvantaged individuals, children from indigent families as well as child headed households**

**CLOSING DATE: 26 September 2017**

Approved /~~Not Approved~~



**MR TP MASEJANE  
MUNICIPAL MANAGER**