



MOHOKARE
LOCAL MUNICIPALITY



P. O. Box 20, Zastron, 9950
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www.mohokare.co.za

Mohokare Local Municipality subscribes to the principles of the Employment Equity Act. It is the Municipality's intention to promote equity (race, gender and disability) through the filling of this position.

Applications are invited from suitably qualified persons to fill the following position.

ERRATUM ADVERT

**SENIOR ADMIN MANAGER-ZASTRON
INTERNAL ADVERT/EXTERNAL ADVERT
REMUNERATION: R 459 816.00- R 596 856.00 Per Annum**

KEY REQUIREMENTS:

Applicants must be in possession of a Bachelor of Administration Degree in the Public Sector or equivalent. Three Years relevant experience in a Local Government environment in a Managerial position. Excellent organizational and administrative skills, Excellent analytic and problem solving ability and also high level of responsibility and confidentiality. Code B Driver's License.

KEY RESPONSIBILITIES:

- Manage and oversee the rendering of an effective communication and customer care advise to ensure proper liaison with the community, councillors, Municipal Manager.
- Coordinates and perform administrative support services related to council meetings by: compilation of Agendas, Drafting Notices, Keeping Minutes, Ensure timeous delivery of documents to Councillors.
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- Plan, Manage, Organize and control the continuous provision of Corporate Administration and Support Services to promote service excellence to the Municipality and its customers.
- Deal with day to day administration to promote sound office management in the division and also to facilitate contract Management in the Municipality.
- Oversee the maintenance and neatness of office buildings, town hall, kitchens and grounds.

CLOSING DATE: 27th October 2020 @ 16h00

For enquiries contact the Human Resources division on 051- 6739600. ONLY MUNICIPAL APPLICATION FORMS (www.mohokare.gov.za) fully completed and CV as well as certified copies (not older than 3 months) of qualifications and identity document must be submitted for the attention of:

Human Resource Manager
Mohokare Local Municipality
P.O. Box 20
Zastron
9950

Faxed, Emailed and late applications will not be accepted. The successful candidate will be subjected to the verification of qualifications and any relevant checks and competency assessments.

Applicants are respectfully informed that if no notification of appointment is received within 30 days of the closing date, they must accept that their application was unsuccessful. Correspondence will be limited to shortlisted candidates' only. Mohokare Local Municipality reserves the right to/not to make an appointment to the above advertised position.

NB: THE PURPOSE OF THE ERRATUM IS TO INCLUDE THE MAXIMUM TOTAL REMUNERATION PACKAGE OF THE POST.

MOHOKARE LOCAL MUNICIPALITY
MUNICIPAL MANAGER
APPROVED
13-10-2020
Signature: 