



## **THABAZIMBI MUNICIPALITY**

**PRIVATE BAG X530**

**THABAZIMBI**

**0380**

**Tel.: 014 777 1525 / Fax: 014 777 1531**

Applications are invited from suitable qualified experienced persons for appointment in the under mentioned post. **No applications will be accepted without certified copies of qualifications as set out below.**

### **WARD CO-ORDINATOR**

**(OFFICE OF THE SPEAKER)**

- SALARY:** Post Level 6 (R144 372.25) per annum
- QUALIFICATIONS:** Grade 12  
Computer Literate  
Code 8 (EB) drivers license
- EXPERIENCE:** 1 year credible experience in the relevant field  
Good interpersonal and communication skills  
Knowledge of Municipal Structures Act and  
Municipal Systems Act will be an added  
advantage
- KEY PERFORMANCE AREAS:** Responsible for establishment of Municipality's  
Ward Committees  
Administrative support to ward committees  
Execute the role of secretary to ward  
committees  
Responsible for training & capacity building  
of Ward Committees  
Development of an annual action plan for  
ward committees  
Monitoring and evaluation of ward committee  
performance  
Report writing
- BENEFITS:** Pension Fund, Medical Aid, Housing subsidy,  
traveling allowance and cellphone allowance
- CLOSING DATE:** 3 FEBRUARY 2012

If you are interested and you are in possession of the necessary qualifications and experience, please address your CV and authenticated copies of your qualifications **OR** an application form duly completed together with authenticated copies of your qualifications to:

**Municipal Manager  
Private Bag X530  
THABAZIMBI  
0380**

Application forms are available at the personnel office of the Thabazimbi Municipality, Corporate Services Department, Sarel Pelsler Centre, Rietbok Street, Thabazimbi or telephone number **014 777 1902**.

**APPLICATIONS BY FAX OR E-MAIL WILL NOT BE ACCEPTED.**

Thabazimbi Municipality is an Equal Opportunity Employer and all appointments will be in accordance with the Employment Equity Act.

If you are not invited for an interview within 15(fifteen) working days from the closing date, you must accept that your application was unsuccessful. No further correspondence will be entered into.

**NB. Canvassing with councilors is not permitted and proof thereof will result in disqualification.**