



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.**

ASSISTANT ADMIN & COUNCIL SUPPORT **OFFICER**

(CORPORATE SERVICES DEPARTMENT)

- SALARY:** Post Level 5 (R171 450.11) per annum
- QUALIFICATIONS:** Grade 12
Certificate in Local Government or Public Administration
- EXPERIENCE:** Experience within Municipal Services, Admin and Council Support and Record Management will be an added advantage.
- SKILLS:** Good computer knowledge & skills.
Report writing & minute taking skills.
Good communication & interpersonal skills.
Must be prepared to work overtime and under pressure.
- KEY PERFORMANCE AREAS:**
- Assist with administration & support services to Council & Municipality.
 - Assist with Record management
 - Assist with secretarial service to Council, Executive Committee & other committees relating to Corporate Services.
 - Publish municipal notices in local & national newspapers & provincial and government gazette.
 - Assist with property management services.
 - Perform administrative duties.
- BENEFITS:** Pension Fund, Medical Aid, Housing subsidy
- CLOSING DATE:** 07 SEPTEMBER 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:

NOTICE NO. 40/2012

**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 ext 105**.

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.