



THABAZIMBI LOCAL 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.**

DATA CAPTURER: PMS **(OFFICE OF THE MUNICIPAL MANAGER)**

SALARY: Post Level 8 (R193, 012.56) per annum; **Additional benefits attached to the position are as follows:** (i) Medical aid cover is subsidized by 60% of the total contribution for family members; (ii) Pension fund contribution by Municipality is 18% of basic salary; (iii) Housing subsidy is available on repayment of a bond provided that the house is registered in the name of the employee.

QUALIFICATIONS: Grade 12 plus a Certificate in Office Administration or equivalent qualification. Computer Literacy.

EXPERIENCE: At least 1-2 year's relevant working experience.

KEY PERFORMANCE AREAS: Perform administrative duties as required by the Performance Management division. Collection and capturing performance management data. Dispensation of correspondences. Update work in progress information or data on specific reporting formats and reports. Preparation of logistics relating to PMS meetings. Maintenance of a proper record-keeping system.

CLOSING DATE: 27 NOVEMBER 2020

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 NUMBER: 49/2020

Acting Municipal Manager
Private Bag X530
THABAZIMBI
0380

Application forms are available at the personnel office of the Thabazimbi Local Municipality, Corporate Services Department, Sarel Pelsers Centre, Rietbok Street, Thabazimbi or telephone number **014 777 1902 ext 105.**

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

Thabazimbi Local 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 20 (Twenty) working days from the closing date, you must accept that your application was unsuccessful. No further correspondence will be entered into. Candidates will be subjected to security vetting.

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



**LG TLOUBATLA
ACTING MUNICIPAL MANAGER
THABAZIMBI LOCAL MUNICIPALITY**