



**THABAZIMBI LOCAL MUNICIPALITY**  
**PRIVATE BAG X530**  
**THABAZIMBI**  
**0380**  
**Tel.: 014 777 1525**  
**Website: [www.thabazimbi.gov.za](http://www.thabazimbi.gov.za)**

Thabazimbi Local Municipality is an equal opportunity employer subscribing to the Employment Equity Act and hereby invites applications from suitable qualified experienced persons for appointment in the under mentioned post. Women and disabled persons are encouraged to apply.

**PMU DATA CAPTURER**  
**(Infrastructure Services: PMU Unit)**  
**(5 year fixed term contract)**

**TOTAL PACKAGE: R193 768.64 per annum**

**Requirements:** Grade 12, Secretarial Diploma or Equivalent, Computer literacy. Valid driver's license. Two (2) years administrative experience and knowledge of the operation of MIG will be an added advantage.

- **KPA's Inter alia:** Provides secretarial, data capturing, reception and administrative services mainly to the Project Management Unit. Manage and maintain the National monitoring database. Liaise with the provincial and National IT specialist on relates issues.  
Provision of quality control of data and information technology. Manipulation of data for the preparation of all necessary reports to the municipal and the relevant provincial and national departments.

**NOTICE NUMBER: 113C/2018**

**SIGNING OF EMPLOYMENT CONTRACT, PERFORMANCE AGREEMENT AND DISCLOSURE OF FINANCIAL INTERESTS:** The appointed candidates will be expected to sign an Employment Contract, a Performance Agreement and a disclosure of financial interests within stipulated periods.

**CLOSING DATE: 8 OCTOBER 2018**

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

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

If you are not invited for an interview within 20 (twenty) working days after the closing date, consider your application as unsuccessful. No further correspondence will be entered into.

**TG RAMAGAGA  
MUNICIPAL MANAGER  
THABAZIMBI LOCAL MUNICIPALITY**