



MAFUBE Local Municipality

**64 J.J. HADEBE Street
P.O. Box 2
FRANKFORT, 9830**

**Phone : 058 813 1051
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E-Mail : Info@mafube.org**

Mafube Local Municipality invites applications from suitably qualified candidates with the necessary drive, enthusiasm as well as demonstrated competence and ability to perform their best, to apply for the following vacancies. Appointment will be made in line with the Mafube Municipality's Employment Equity Policy.

MANAGER

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

REF: 40/2011 -12

SALARY: Negotiable

DURATION: Fixed-term contract linked to the serving Municipal Manager

REQUIREMENTS: ♦ An appropriate B. Degree or relevant equivalent qualification in Public Administration. ♦ A minimum of two (2) years' experience in senior management level, preferably in Local Government. ♦ Knowledge of Local Government Legislation and Municipal Administrative Procedures. ♦ Computer literacy. ♦ Good communication skills ♦ A code 08 driver's licence.

KEY PERFORMANCE AREAS: ♦ To perform the functions, exercise power and discharge the duties on behalf the Municipal Manager as delegated by the Municipal Manager. ♦ To control, co-ordinate and manage the Office of the Municipal Manager. ♦ To render support to the Municipal Manager. ♦ Co-ordinate meetings for Municipal Manager. ♦ Maintain the year planner for the Municipal Manager.

COMMITTEE CLERKS X 2

DIRECTORATE: CORPORATE SERVICES

REF: 41/2011 – 12

DIVISION: ADMINISTRATION AND LEGAL SERVICES

SALARY: R82 414.38 per annum. POST LEVEL: 8/4

MINIMUM REQUIREMENTS: ♦ Senior Certificate. ♦ Computer literacy. ♦ At least two (2) years' experience as data capturer. ♦ Good communication and inter-personal skills.

KEY PERFORMANCE AREAS: ♦ Assisting with the compiling of agendas and minutes of all committee meetings. ♦ Receive and check items for agendas. ♦ Compile draft agendas. ♦ Arrange and distribute copies of minutes and agendas. ♦ Deal with correspondence arising from Council resolutions. ♦ Register of Resolution of Council and other Committees and follow up for implementation. ♦ Responsible for all arrangements of meetings. ♦ Render general administrative services.

CLOSING DATE: 30 March 2012

Interested persons meeting the requirements should forward their application letters with a detailed Curriculum Vitae and certified copies of qualifications to:

The Municipal Manager, P.O. Box 2, FRANKFORT, 9830

ENQUIRIES: Mr. Bongani Sigasa - The Manager Human Resource at Tel. 058-813 9706

NO FAXES OR E-MAILS WILL BE ACCEPTED. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 30 days after the closing date, please consider your application as unsuccessful.

P.I. RADEBE - MUNICIPAL MANAGER