



Mafube Local Municipality

OFFICE OF THE MUNICIPAL MANAGER

64 J.J Hadebe Street
P O Box 2
FRANKFORT, 9830

Phone : 058 813 8110
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Enquiries: Mr. I. Ngozo

OUR REF: 10/1/1

Date: 31st August 2022

EXTERNAL ADVERT

MAFUBE LOCAL MUNICIPALITY INVITES APPLICATIONS FROM SUITABLY QUALIFIED CANDIDATES WITH THE NECESSARY DRIVE, ENTHUSIASM AS WELL AS DEMONSTRATING COMPETENCY AND ABILITY TO PERFORM THEIR BEST, TO APPLY FOR THE FOLLOWING VACANCY. APPOINTMENTS WILL BE MADE IN LINE WITH THE MAFUBE LOCAL MUNICIPALITY'S EMPLOYMENT EQUITY POLICY

6. Directorate : Office of the Speaker
Post : Administrative Officer (MPAC)
Salary : R233 196.03 (Level 5/4) per annum
Duration : Fixed term contract linked to the term of office of the Public Office Bearer
Location : Frankfort
Ref : 10/1/6

Qualifications and Experience

Grade 12. National Diploma in Public Administration/Accounting/Auditing or relevant qualification at NQF Level 6. At least 3 years relevant experience within the similar position. Understanding local Government administration and political structure. Valid driver's license.

Duties and Responsibilities

Providing strategic and administrative support to MPAC in the analysis of financial and non financial performance of the institution. Manage specific administrative and reporting requirements associated with the key performance and results indicators of the MPAC functionality. Coordinate necessary information and documentation for the committee to interrogate the actions of the executive. Conduct research towards ensuring efficiency and effectiveness of the office. Provide support to the committee to exercise oversight of the Council and ensure good governance in the municipality. Manage processes for MPAC project as directed by Council and the Municipal Manager on strategies to ensure good governance. Conduct capacity building programmes for MPAC. Provide secretarial and administrative requirements to support the MPAC projects and programmes. Provide strategic and administrative support to MPAC towards compilation of oversight report

Please note: Applications will not be acknowledged, should you not be contacted within three (3) months after the closing date of the advertisement, please consider your application unsuccessful. Qualifications and SA citizenship checks will be conducted on all short-listed candidates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach the proof thereof. The municipality subscribes and promotes the principles of employment equity and affirmative action. The Municipality reserves the right not to make an appointment if, in its view, no suitable candidate could be found. Only candidate who meet the above mentioned competencies will be shortlisted. Successful candidates will be subjected to competency assessments, qualification verification, security vetting and criminal records checking.

Forward your applications to:

The Municipal Manager, Mr. L.J. Ralebenya
Mafube Local Municipality
P.O. Box 2
Frankfort, 9830

Or

Hand deliver applications at:

Municipal Building
64 JJ Hadebe Street
Frankfort, 9830

Applications must be accompanied by a signed covering application letter, a comprehensive CV and originally certified copies of: (ID) Identity Document, Driver's License and Qualifications.

NB: Faxed, e-mailed and late applications will not be considered

Enquiries: Mr. Isaac Ngozo (Acting Director Corporate Services), Tel: 058 813 8110/066 484 6747

Closing date: 22nd September 2022



Mr. L.J. Ralebenya
Municipal Manager