Waterberg District Municipality is an equal opportunity employer subscribing to the Employment Equity Act, and hereby invites applications from suitably qualified persons to fill the under-mentioned post: Women and disabled persons are encouraged to apply.

DEPARTMENT OF SOCIAL DEVELOPMENT AND COMMUNITY SERVICES
ADMINISTRATION ASSISTANT – DISASTER CENTRE MODIMOLLE
POST - LEVEL 09
REF: ADMINA/02/2018

SALARY: R 214 128 per annum
BENEFITS: **NORMAL MUNICIPAL EMPLOYEE BENEFITS**

REQUIREMENTS

- Grade 12 plus a Minimum of 2 years experience in municipal environment. Sound Computer knowledge (MS Word, Excel, and Power-point). Valid driver's license (Code C1)

COMPETENCIES AND SKILLS

- Must have good interpersonal relation, strong office administration, communication skills, time management and basic financial administration.

KEY PERFORMANCE AREAS

- Controls the administrative requirements associated with the section
- Monitors the consolidation, processing and presentation of functional information
- Be involved in the day-to-day office management of the section
- Co-ordinates the administrative dimension associated with the processing of section's related queries and complaints,
- Manage the general office environment (including the control of section's resources)
- Organise and arrange meetings, conferences workshops for the section (logistics support)
- Manage the diaries of staff in the section
- Responsible for making copies and distribution thereof
- Liaise with internal and external stakeholders with regard to meetings, workshops etc
- Handle internal and external correspondences
- Render typing services to the section, data capturing and updating information on the system
- Develop and maintain proper filing system for the section.

All applications must be submitted on an official Waterberg District Municipality's application form that is downloadable on our website: www.waterberg.gov.za and must be accompanied by a detailed CV, originally certified copies of qualifications, ID, driver's license and covering letter that indicate the position you are applying for and must be sent by post to: The Acting Municipal Manager, Waterberg District Municipality, Private Bag X 1018, Modimolle, 0510 or hand delivered to Waterberg District Municipality, Harry Gwala Street, Registry Section, Room 27. Faxed or e-mailed applications and those without the relevant accompanying documents will not be considered.

Qualifications, employment background check and a security vetting will be done for all the shortlisted candidates.
Further enquiries may be directed to Ms. RPT Makibelo at tel. no. 014 718 3367 during office hours.

Closing Date: 22 FEBRUARY 2018

Should you not be contacted within 90 days of the closing date please accept that your application had been unsuccessful.
The Waterberg District Municipality reserves the right not to fill the advertised post.

LG. TLOUBATLA
ACTING MUNICIPAL MANAGER