

MATJHABENG MUNICIPALITY



INTERNAL ADVERTISEMENT

DIRECTORATE CORPORATE SUPPORT SERVICES

COMMITTEE CLERK (2 POSITIONS)

SALARY: R81 624 – R99 240 PER ANNUM

POST LEVEL: 12/11

MINIMUM REQUIREMENTS:

- Grade 12.
- At least 1 year relevant experience.
- Knowledge and practical experience in programs: MS Word, MS Excel & MS Outlook.
- Ability to organise and work under pressure.
- Excellent written communication skills.
- Must have a high sense of confidentiality.
- Must be able and prepared to meet deadlines.

KEY PERFORMANCE AREAS:

Provides secretarial support to various Sub-Committee- and Forum meetings:

- Arrangements of meetings (e.g. venue, catering requirements, stationery/ equipment)
- Notification of meetings
- Compiling and distribution of agendas
- Attendance registers

Provides general clerical functions:

- Accurate minute taking during meetings
- Record keeping according to administrative procedures.

Enquiries regarding the positions can be forwarded to Mr MB Ndubula (057) 391-3303/3243

Candidates are requested to forward comprehensive Curriculum Vitae, including the necessary documentation (i.e. original certified copies of qualifications) to the Acting Senior Manager Human Resources, PO Box 708, Welkom, 9460 or may hand it to the Municipal Building, 1st floor, Room 17 & 18, Main Building, Odendaalsrus.

Fraudulent qualifications or documentation will immediately disqualify any applicant.

A candidate who canvasses any Councillor and / or Senior Official for preference will be disqualified immediately from the selection process or from appointment.

Matjhabeng Municipality complies with affirmative action in terms of the Employment Equity Act (Act 55 of 1998).

CLOSING DATE: 18 JANUARY 2010

Please note: If applicants are not contacted for an interview within six weeks after the closing date, they must accept that their applications were unsuccessful. The Matjhabeng Municipality reserves the right not to fill any advertised position(s).