



JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

PROJECT ADMINISTRATOR: ISDG One year (12 months) employment contract

Remuneration: R180 000.00 all-inclusive package per annum.

Requirements:

- National Diploma in Administration or technical qualification
- 2-5 years relevant experience
- Code B drivers' license
- Managerial & planning skills
- Good facilitating skills
- Good inter personal & communication and report writing skills
- Computer literacy (MS Word, Excel, PowerPoint)
- Fluent in English Administrative and computer literacy skills

Other requirements/skills:

- Strategic planning skills
- Inter personal skills
- Research Skills
- Presentation skills
- Computer literacy
- Analytical Skills
- Ability to speak, read and write in Afrikaans & English

Key Performance areas:

- Assist in administrative works of graduates employed under the built industries in municipalities which includes scheduling and planning for events and trips
- Ensure the submission of applications for graduates to register as candidates with the relevant statutory councils within six months and complete the candidacy registration process within 12 months of intake
- Ensure that all identified training material and equipment identified and recommended by the mentors and the Manager PMU are timely acquired.
- Ensure that evidence of graduate registration is submitted to National Treasury when graduates have qualified and are registered as professionals
- Ensure that there is a training Rotation Plan, updated and adhered to
- Ensure preparations for the ISDG Steering committee meetings sittings are done regularly
- Develop and update the list of business tools and assets purchased with the ISDG Grant funding
- Follow up on the monthly and quarterly reports and ensure that they are being submitted timeously
- Ensure that Graduate reports and/or log books on the road-to-registration are be signed
- Facilitate service Level Agreement, action logs and all other agreements with the National Treasury

Conditions:

1. Each applicant must submit the following:
 - A signed application letter;
 - A comprehensive CV;
 - Certified copies of qualifications, ID & Driver's Licence
 - Transcripts of the professional qualifications.



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2. All shortlisted applicants shall be subjected to security vetting rigorous verification of qualifications and references as well through evaluations and the establishment of possible and criminal records;
3. No faxed or e-mailed applications will be accepted;

4. The Municipality reserves the right at all times not to appoint.
5. No late applications will be considered.
6. Applications for all this position should be forwarded to:

The Municipal Manager, John Taolo Gaetsewe District Municipality, P.O. Box 1480, Kuruman or hand-delivered to 4 Federale Mynbou street, Kuruman, on or before the **19 August 2016 at 16h00**.

Please note: If you have not heard from us within 30 days from closing date, please accept that your application was unsuccessful.

Mrs MP Bokgwathile
Municipal Manager

