



JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

The John Taolo Gaetsewe District Municipality, situated in Kuruman is an equal opportunity employer, and hereby invites suitably qualified candidates to apply for the under-mentioned vacancy.

External Advertisement

Administrative Officer: Municipal Manager's Office – Permanent Position

Remuneration: R 514 219, 86 – R 540 235, 42 per annum

Requirements:

- Grade 12
- Qualification on NQF level 6 will be an added advantage
- Code B Drivers Licence.
- Computer Literacy (MS Word, Excel, PowerPoint)
- Good Interpersonal relations skills
- Good communication skills

None Technical Attributes:

- Integrity, objectivity, confidentiality, independence and precision as well as good work ethics

Key Performance Areas:

- Managing the diary of the Municipal Manager
- Serve as a liaison with departmental Managers to help ensure a manageable flow of work and communications
- Carrying out routine office duties including reception duties for the Municipal Managers office in a professional manner
- Preparing , editing and distributing itineraries, letters, memos and meeting minutes and keep track of events
- Ensuring the Municipal Manager's priorities are more focused on the municipality's plan
- Attending the visitors enquiries
- Drafting invitation, letters of meetings to internal and external stakeholders
- Arranging meeting venues
- Preparing meeting agendas and minutes on time
- Making travelling arrangements and accommodation bookings for the Municipal Manager

Conditions:

1. Each applicant must submit the following:
 - Completed "Application form for staff members" which can be downloaded from the JTGDM web-site on www.taologaeetsewe.gov.za
 - A signed application letter;
 - A comprehensive CV;
 - Certified copies of qualifications,
 - Transcripts of the professional qualifications;
 - Certified ID and driver's license
2. No late applications will be considered.
3. Candidates will be subjected to vetting, rigorous verification of qualifications and references as well through evaluation and the establishment of possible and criminal records;
4. The candidates will be required to disclose all financial interests.
5. The appointment of successful candidate is subjected to the signing of employment contracts and performance agreements;
6. The Municipality reserves the right at all times not to appoint.



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7. If you do not get any response within 30 days of closure of the advertisement, please accept that you were unsuccessful.
8. No faxed or emailed application will be accepted.
9. The John Taolo Gaetsewe Municipality subscribes to the principles of employment equity
10. Canvassing will disqualify any candidate from being considered for appointment

Applications for the position should be forwarded to:

The Municipal Manager, John Taolo Gaetsewe District Municipality by courier or hand delivered to 4 Federale Mynbou Street, Kuruman, on or before **12 January 2024**.

All enquiries can be directed to the HR Manager Mrs Portia Mereyotlhe @ 053 712 87490/8710/8714.

**Mr KK Teise
Municipal Manager**

