

EMTHANJENI MUNICIPALITY



INTERNAL ADVERTISEMENT

NOTICE NO: 18/2021

Emthanjeni Municipality, with its Headquarters in De Aar invites suitably qualified candidates to apply for the following vacant posts. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

DIRECTORATE: CORPORATE SERVICES

1. YOUTH ADMINISTRATOR: BRITSTOWN

Salary: R 171 599.00 – R 222 740.00 (Task Level 7)

Abovementioned post offers the following benefits:

- 13th Cheque
- Pension fund benefits
- Medical aid fund benefits
- Leave and housing benefits

Key Requirements:

- Grade 12
- NQF Level 4
- Basic computer competency
- Accuracy
- Communication skills
- 1 year applicable experience
- Bilingualism
- Creative and analytical thinking
- Must be a normal person with good health

Duties and Responsibilities:

The incumbent of the post will be responsible to:

- To render general administrative support services in the Youth Development Unit.
- Performs specific tasks/activities associated with the provision of administrative support by daily receiving and sorting of all faxes and the receipting and distribution of the e-mails.
- Forwarding incoming mail to the Manager for perusal, action, instructions and comments.
- Receiving of visitors, make appointment and receive all incoming calls.
- Typing of correspondence, reports, memorandums, notes of meetings, etc of the Unit and assist with the sending out.
- In order to ensure adequate support is made available to enable the accomplishment of specific administrative reporting deadlines.
- Maintains the statistical data-base by capturing information as provided on data-base and spread sheets and drawing reports from data-base and spread sheets as instructed by Manager.
- Performs tasks associated with the provision of reception service by attending to telephonic calls and visitors to the Office, establishing the nature of visit and attending to specific routine matters and/or recording details of enquiries and/or messages in the absence of the Manager and forwarding for attention upon availability.
- Removing and replacing consumable items (paper, ink) from specific office equipment, transmitting/receiving facsimile and/or attending to the photocopying of correspondence/documents
- Maintains the Office's correspondence/information and recordkeeping system and accesses records of discussions, instructions and correspondence.
- Filing and safekeeping of reports and other confidential documents.
- Reporting to Supervisor on daily meetings, appointments, faxes, telephone calls, mail and memo's received.
- Perform any other related duties as instructed by Supervisor.

Interested persons are requested to forward a letter of application together with a comprehensive CV and certified copies of qualifications to the Municipal Manager. Enquiries can be directed to the Senior Manager: Corporate Services: Mr TW Msengana at 053 632 9100.

Closing date: 9 April 2021 at 12h00

**I Visser
Municipal Manager
Emthanjeni Municipality
PO Box 42
De Aar
7000
Tel: 053 632 9100**

- Canvassing for selection will automatically disqualify an applicant.
- If no reply to your application has been received within sixty (60) days of the closing date, you should consider your application as being unsuccessful.
- No late or facsimile applications will be accepted.
- No applications will be considered without certified copies of the original documents of qualifications.
- The Council reserves the right not to appoint.
- Correspondence will be limited to short-listed candidates.

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