

Okhahlamba municipality is an equal opportunity, affirmative action employer. It is our intention to promote representativity (in terms of race, gender and disability).

Administration Officer (Internal Advert)

Department: Municipal Manager

Salary: R322, 213, 56 Per Annum

Benefits Includes: Medical aid, Pension Fund, Housing Allowance and Annual Bonus

Requirements:

- Matric
- Diploma in Paralegal/Secretarial
- NQF level 6 or any relevant qualification with NQF Level 6
- Certificate in Municipal Finance Management
- Computer Literacy- Ms Word
- Drivers Licence
- 2 to 3 years' experience

Skills Required:

- Excellent Communication
- Report writing skills
- Interpersonal Skill
- Administration skills

Responsibilities:

- Answering telephone calls
- Scheduling meetings
- Preparing reports and filling documents
- Preparing Requisitions

Enquiries in respect of the above position should be directed to the Municipal Manager (Mr S.N. Malinga) at (036) 448- 8000 during Office Hours

Comprehensive Curriculum Vitae, together with certified copies of qualifications, ID copy and the form for application of employment available on the municipal website and in the Reception, should be sent to:

The Human Resources Office Okhahlamba Local Municipality, No 259 Kingsway Road, P.O. BOX 71, BERGVILLE, 3350

The closing date for applications is 12 February 2021, if you have not heard from us within 30 days of the closing date you should regard your application as unsuccessful.

**No Scanned email, or Fax applications will be accepted
Late applications will not be considered and please note that the Okhahlamba Local Municipality reserves the right not to appoint.**

Canvassing for the appointment will automatically disqualify the applicant.

**Mr S.N. Malinga
Municipal Manager**