

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

IDP/PMS Clerk

Department: Municipal Manager's Office

Salary : R210 255, 84 Per Annum

Benefits : Medical aid, Pension Fund & Housing Allowance

Requirements:

- Matric/ Grade 12
- Diploma in administration or any equivalent/relevant qualification
- Computer Literacy
- 06-12 months experience in local government

Skills Required:

- Excellent Communication skills
- Interpersonal Skill
- Application of local government pieces of legislation

Responsibilities:

- Development and review of IDP
- Compilation of mid-year reports
- Performance evaluation

Enquiries in respect of the above position should be directed to the IDP Manager (Mr S.S. Nene) at (036) 448- 8000 extension: 8005 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 15 June 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.

**SN Malinga
Municipal Manager**