



MKHONDO

LOCAL MUNICIPALITY

EXTERNAL ADVERTISEMENT

Mkhondo Municipality, which is a gateway to the Province of Mpumalanga from Kwa-Zulu Natal and Swaziland, seeks to appoint highly motivated self-starters and visionaries to the extremely challenging positions of

DEPARTMENT: CORPORATE SERVICES
DIVISION: AUXILIARY SERVICES AND ARCHIVES
AUXILIARY OFFICER
Ref: AS/08/23

MINIMUM REQUIREMENTS

- Grade 12
- National Diploma / Degree in Business Management / Public Administration or Relevant Qualification
- Valid Drivers License
- 2 years Relevant Experience

OTHER REQUIREMENTS

- Communication Skills (Written and Verbal)
- Good Interpersonal Skills
- Good capturing of minutes
- Flexibility
- Interpersonal Skills
- Good Supervision Skills

RESPONSIBILITIES

- Supervise bookings of Municipal facilities
- Monitor cleanliness of Municipal facilities
- Attend and report pf damaged items in Municipal halls and offices
- Performs Duties as required by supervisor
- Report all complaints to Senior Manager responsible as urgent as possible.
- Attend to public complaints (those hired the municipal halls).
- Provide staff supervision including training, coordination of tasks, assignment of priorities, resolving problems, conducting performance evaluations.
- Monitor maintenance problems in Municipal halls and offices
- Coordinate staff for weekend bookings
- Be able to work independently

Remuneration: Level 5 (R368 160 pa excluding benefits)

CLOSING DATE & TIME 27 JANUARY 2023 @12h30

Enquiries: Ms. Zinhle Khumalo or Mr. Wandile Ngwenya 017 2850 200

To apply:

Please forward your application on the form “Application for Employment” that can be obtained from our offices or on the Municipal website, concise CV together with original certified copies, proof of residence (not older than three months) of all relevant qualifications, Identity Document and Valid Driver’s License with at least three contactable references to

Hand delivery

or

Post

Senior Manager: Human Resources
Civic Centre
Corner Mark and De Wet Street
Piet Retief
2380

Senior Manager: Human Resources
Mkhondo Local Municipality
P.O. Box 23
Piet Retief
2380

Failing to sign the “Application for employment” form will constitute an automatic disqualification

Note: Correspondence will be conducted with short-listed candidates only

No faxed or e-mailed applications will be accepted

If you do not hear from us within 30 days from the closing date, please consider your application unsuccessful.

The Municipal is committed to the implementation of its Employment Equity Plan, and in this vein, appropriately **qualifying women and people with disabilities** are particularly encouraged to apply.

Mkhondo Local Municipality reserves the right not to make an appointment

AZ Mthethwa
Acting Municipal Manager