

EXTERNAL VACANCIES



Mogale City

Mogale City Local Municipality is committed to equal employment opportunity as contemplated in the Employment Equity Act 55 of 1998 for the advancement of previously disadvantaged and disabled persons. Mogale City Local Municipality is situated in the West Rand, Gauteng.

Mogale City Local Municipality
P O Box 94
KRUGERSDORP
1740

DATE: 11/29/24 8:28 AM

DEPARTMENT OFFICE OF THE EXECUTIVE MAYOR

POST: ADMINISTRATIVE SUPPORT CLERK: MMC OFFICE SUPPORT

SALARY BAND R331 219.00 ALL INCLUSIVE PACKAGE LINKED TO THE MMC'S TERM OF OFFICE

REQUIREMENTS: Grade 12. Computer literacy: Ms. Office. 2 years' working experience in Secretarial Services/ Personal Assistant.

ATTRIBUTES: Written communication. Oral communication. Attention to detail. Influencing. Ethics and professionalism. Organisational awareness. Problem solving. Planning and organising. Business processes. Use of technology. Data processing and analysis.

KEY PERFORMANCE AREAS: Office support service. Diary management. Telephone Administration. Customer service. Management of correspondence. Meeting co-ordination. Stakeholder Relations. Filing management. Reporting.

An application letter stating the post you are applying for with detailed Curriculum Vitae attached, certified copies of ID and all the relevant qualification certificates should be submitted. Documents should be certified from original, and certification should not be older than 3 months. Applications should be hand-delivered to Mogale City Local Municipality, Human Capital Management Offices, Corner Market and Commissioner Street, Krugersdorp or posted to P O Box 94, Krugersdorp, 1739.

Women and persons with disabilities are encouraged to apply. No faxed and e-mailed applications will be accepted. Late applications will NOT be accepted. If you do not hear from us within 90 days of the closing date, please consider your application unsuccessful.

The Municipality reserves the right to appoint or not to appoint.

Shortlisted candidates may undergo criminal, credit and/reference checks & qualification verification where necessary. Failure to comply with instructions will result in the application not being considered.

All enquiries can be directed at the following contact numbers: (011) 951 2585/ (011) 951 2019/ (011) 951 2501/ (011) 951 2592

CLOSING DATE: 11/12/2024

L. FAKAZI
MANAGER: HUMAN RESOURCE MANAGEMENT

DATE: 29/11/2024

M. DUBE
EXECUTIVE MANAGER: CSS

DATE: 02/12/24