

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: 6/22/23 10:28 AM

DEPARTMENT: OFFICE OF THE EXECUTIVE MAYOR
POST: ADMINISTRATIVE SUPPORT CLERK: MMC OFFICE SUPPORT X10
SALARY BAND: R380 933.44 ALL INCLUSIVE PACKAGE LINKED TO THE MMC's TERM OF OFFICE.

REQUIREMENTS: Grade 12/ NQF Level 4. Computer Literate: MS Office. 1 year working experience as a Secretary/Administrative Assistant/ Personal Assistant/ Receptionist.

ATTRIBUTES: Written Communication. Oral Communication. Attention to detail. Influencing. Ethics and professionalism. Organisational awareness. Problem Solving. Planning and Organising.

KEY PERFORMANCE AREAS: Office Support services. Customer service. Telephone administration. Management of correspondence. Meeting co-ordination. Stakeholder Relations. Filing management. Reporting. Knowledge and application of all applicable legislation, acts and by laws.

An application letter stating the post you are applying for with attached detailed Curriculum Vitae, 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 to: on the following contact numbers (011) 951 2585/ (011) 951 2019/ (011) 951 2501/ (011) 951 2592.

CLOSING DATE: 30 June 2023

M DUBE
EXECUTIVE MANAGER: CORPORATESUPPORT SERVICES
DATE: