

**INTERNAL AND EXTERNAL ADVERT**



**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: 2/5/25 3:12 PM**

**DEPARTMENT: INTEGRATED ENVIRONMENTAL MANAGEMENT**

**DIVISION: ENVIRONMENTAL MANAGEMENT**

**POST: ADMINISTRATIVE SUPPORT CLERK: ENVIRONMENTAL MANAGEMENT**

**REFERENCE NUMBER: IE/EM/02**

**SALARY BAND 12-11 (R209 724.00-R265 044.00) PER ANNUM EXCLUDING BENEFITS**

**REQUIREMENTS:** Grade 12. Computer Literacy: Ms. office. 2 years' working experience in administrative functions.

**ATTRIBUTES:** Written communication. Attention to detail. Influencing. Ethics and professionalism. Organisational Awareness. Problem Solving. Business Processes. Use of technology. Data processing and analysis. Planning and organization. Client orientation and customer focus. Impact and influence. Team orientation. Direction Setting. Action Orientation. Change Readiness. Learning Orientation Oral Communication. Services delivery orientation. Interpersonal relationships. Communication. Resilience.

**KEY PERFORMANCE AREAS:** Office support services. Dairy management. Telephone Administration. Customer services. Management of correspondence. Meeting co-ordination. Procurement of goods and services. Filing management. Reporting.

To apply use a prescribed application form obtainable from Mogale City Local Municipality website, 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 to **[Recruitment@mogalecity.gov.za](mailto:Recruitment@mogalecity.gov.za)**

Documents should be certified from the original, and certification should not be older than 3 months.

Women and persons with disabilities are encouraged to apply. 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 being not being considered.

All enquiries can be directed to: (011) 951 2585/ (011) 951 2019/(011) 951 2592.

**CLOSING DATE:** 16/02/2025

**L FAKAZI**  
**MANAGER: HUMAN CAPITAL MANAGEMENT**

**DATE:** 06/02/2025

**M DUBE**  
**EXECUTIVE MANAGER:**  
**CORPORATE SUPPORT SERVICES**  
**DATE**