

EXTERNAL ADVERT

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
17

DATE: 3/30/26 3:46 PM

DEPARTMENT OFFICE OF THE EXECUTIVE MAYOR

POST: ADMINISTRATIVE SUPPORT CLERK: MMC OFFICE SUPPORT X2
SALARY BAND R377 584.16 ALL INCLUSIVE PACKAGE LINKED TO THE MMC'S TERM OF OFFICE
REF NO: EM/CS/054

REQUIREMENTS

Grade 12. Computer literacy: MS office. 0-2 years working experience in Secretarial Services/Personal Assistant.

ATTRIBUTES: Written communication. Oral Communication. Attention to detail. Influencing. Ethics and professionalism. Organizational awareness. Problem solving. Business processes. Use of technology. Data processing and analysis. Planning and organizing. Interpersonal relations. Communication. Service delivery orientation. Client orientation and customer focus. Impact and influence. Direction setting. Action orientation. Resilience. Team Orientation. Change readiness. Learning orientation

KEY PERFORMANCE AREAS: Office support services. Dairy management. Telephone administration. Customer service. Management of correspondence. Meeting co-ordination. Stakeholder relations. 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 qualifications certificates should be submitted to **RecruitmentMM@mogalecity.gov.za** quoting the reference number.

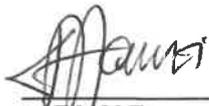
Documents should be certified from the original, and certification should not be older than 6 months. Women and persons with disabilities are encouraged to apply. Late applications will not be accepted. If you do not hear from us within 90 days of the closing date, please consider your application unsuccessful.

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 considered.

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

CLOSING DATE: 07/04/2026



L. FAKAZI
MANAGER: HUMAN CAPITAL MANAGEMENT

DATE: 30/03/2026



M. DUBE
EXECUTIVE DIRECTOR:
CORPORATE SUPPORT SERVICES

DATE: 31/03/2026