



MAKHADO MUNICIPALITY

Tel: (015) 519 3000 Fax: (015) 516 1195 Private Bag X2596 Makhado 0920

Makhado Municipality hereby invites applications from suitably qualified persons to fill the following vacant posts:

DEPARTMENT: COMMUNITY SERVICES

SENIOR CLERK: ADMIN SUPPORT (OFFICE OF THE CHIEF WHIP)

Salary Scale: R189 349.32– R213 675.96 (post level - 7)

Requirements: * National Secretarial Diploma or relevant NQF level 6 * 2-3 years experience in office administration

Responsibilities: * Provide a secretariat service to the Chief Whip in making all arrangements for meetings, notification, venue, refreshments, stationery, presentation aids and taking of minutes. * Planning and organizing the workflow from the Chief Whip's Office. * Scheduling, confirming and updating the diary of the Chief Whip and indicating priority/urgent meetings which must be attended. * Write requisition – and order documents for payment of accommodation and travelling arrangements. * Perform general administrative and related duties.

Key Competencies: * Time management. * Communication skills. * Typing skills. * Report writing skills. * Interpersonal skills.

RE-ADVERTISEMENT: SECRETARY: OFFICE OF THE SPEAKER

Salary Scale: R189 349.32 – R213 675.96 (post level -7)

Qualifications/Requirements: * Grade 12 or Secretarial Diploma qualifications. * At least two years experience in Office Administration. * Incumbent should have an extensive experience and in-depth knowledge and experience in Local government. * Computer literacy will serve as a strong recommendation.

Responsibilities: * Provide a secretariat service to the Speaker in making all arrangements for meetings, notification, venue, refreshments, stationery, presentation aids and taking of minutes * Planning and organizing the workflow from the Speaker's Office. * Scheduling, confirming and updating the diary of the Speaker and indicating priority/urgent meetings which must be attended. * Write requisition – and order documents for payment of accommodation and travelling arrangements. * Perform general administrative and related duties.

Key Competencies: * Time management. * Communication Skills. * Typing skills. * Report writing Skills. * Interpersonal skills.

INTERNSHIP PROGRAMME

Invitation for applications from suitably candidates to be part of the Internship programme at Makhado Municipality for a period of twelve (12) months with a stipend allowance of R 3000.00 per month:

DEPARTMENT: CORPORATE SUPPORT & SHARED SERVICES

DIVISION	INTERNSHIP	MINIMUM REQUIREMENTS	EXPERIENCE	TOTAL POSTS REQUIRED
Human Resources	Human Resources	National Diploma / Degree in Public Administration National Diploma / Degree in HR	None	1
ICT	ICT	National Diploma / Degree in Information Technology	None	1

DEPARTMENT: DEVELOPMENT & PLANNING

DIVISION	INTERNSHIP	MINIMUM REQUIREMENTS	EXPERIENCE	TOTAL POSTS REQUIRED
Integrated Development Planning (IDP)	IDP	National Diploma / Degree in Development Studies / Town Planning / Urban and Regional Planning	None	1
Local Economic Development (LED)	LED	National Diploma / Degree in Economics / Marketing / Business Management	None	1
	Travel and Tourism	Diploma / Degree in Tourism management or Tourism Development / Marketing / Business Management	None	1
Spatial Planning and Land Use	Town Planning	National Diploma / Degree in Development Studies / Town Planning / Urban and Regional Planning	None	1

DEPARTMENT: COMMUNITY SERVICES

DIVISION	INTERNSHIP	MINIMUM REQUIREMENTS	EXPERIENCE	TOTAL POSTS REQUIRED
Protection Services and Office of the Speaker	Administrative Officer	National Diploma / Degree in Public Administration	None	2

DEPARTMENT: TECHNICAL SERVICES

DIVISION	INTERNSHIP	MINIMUM REQUIREMENTS	EXPERIENCE	TOTAL POSTS REQUIRED
Civil Engineering	Civil Engineering (Road & Storm Water)	Diploma / Degree in Civil Engineering	None	1
Civil Engineering	Mechanic	N2 / Phase 3 Certificate in Motor / diesel Mechanic	None	1

All applications must be on the Council prescribed employment application form, accompanied by a CV and certified copies of qualifications and Identity document. Employment Applications can be collected at Makhado Civic Centre (Regisrty) or download on our municipal website: www.makhado.gov.za.

Forward your applications to the Acting Municipal Manager, Private Bag x 2596, MAKHADO, 0920 OR hand delivered your applications at 83 Krogh Street, Civic Centre.

For enquiries contact MM Makhado@ 015 5193225 or Mphaphuli T.K. @ 0155193223

NO FAX OR E-MAIL APPLICATION WILL BE CONSIDERED. If you have not been contacted by Makhado Municipality within 60 days of the closing dates of advertisement, please accept that your application was unsuccessful.

PUBLICATION DATE: 17 AUGUST 2012

CLOSING DATE: 31 AUGUST 2012

NOTICE NO.: 118/2012

FILE NO.: 5/3/B

E.L. MUGARI: ACTING MUNICIPAL MANAGER

**36cm X 4 column
LIMPOPO MIRROR
R4218.90 (per placement)
ZOUTPANSBERGER
R3381.70 (per placement)**

FOR ATT: MR RAMABULANA / TENDANI

PLEASE FAX SIGNED PROOF AND ORDER NUMBER TO 015 516 2303 BEFORE 13H00 ON TUESDAY.

THANK YOU
ADELE

ZOUTPANSBERGER / MIRROR
Client <u>MAKHADO MUNICIPALITY</u>
Size <u>36 X 4</u>
Publication <u>ZOUT / MIRROR</u>
Date to appear <u>17/08/2012</u>
Proof faxed <u>13/08/2012</u>

Please sign the approval below:

I, _____

(Full name)

hereby approve that the above advertisement is correct and should appear on the date stated and in the newspaper stated above.

Signature