E.L. MUGARI: ACTING MUNICIPAL MANAGER
FILE NO.: 5/3/B 
NOTICE NO.: 118/2012

PUBLICATION DATE: 17 AUGUST 2012

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

DEPARTMENT: COMMUNITY SERVICES

SENOR 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 * 3-3 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. * Arranging and distributing the diary of the Chief Whip to the corresponding meetings and taking of minutes * Planning and organizing the workflow from the Chief Whip’s Office. * Reporting – 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 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 | NZ / 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 (Register) or downloaded 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 IM Makhalapo @ 015 5193235 or Mphahlu K.T. @ 015919223

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

**PUBLICATION DATE:** 17 AUGUST 2012 **CLOSING DATE:** 31 AUGUST 2012

Please sign the approval below:

(Full name)

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

Signature