



MAKHADO LOCAL MUNICIPALITY

Applications are hereby invited from suitable qualified candidates for vacant positions in Makhado Local Municipality

DEPARTMENT OF CORPORATE SERVICES

COUNCIL SUPPORT DIVISION

1x ADMIN OFFICER: COMMITTEES Ref: (5/3/4/2/22)

Salary Scale: R 502 907.53 – R 555 300.23 per annum (post level 06)

Requirements: Grade 12 *National Diploma in Public Administration/Management or relevant qualification * Minimum of (3) years relevant experience *Computer literacy *Valid Code B driver's license.

Key performance areas: *Scheduling, Co-ordination of specific logistical and procedural requirements associated with council and council committee meetings (portfolio meetings) *Arrange audio devices/equipment for audible communication purposes for the duration of the gatherings or sessions *Arrange meetings and confirm suitable venues with due consideration given to the delegates attending and facilities required *Provide secretarial support to council and council committees *Keep a register of minutes *Keep a register of council and council committee resolutions *Perform administrative activities associated with preparation of documents and correspondence for circulation *Submit draft documentation/minutes to the immediate superior for verification prior to circulation

Key Competencies: *Excellent Computer literate (MSOffice package). *Strong interpersonal and communication skills. *Good knowledge of local Government Legislation. *Ability to work on deadlines and under pressure. *Maintain absolute confidentiality.

NB: ALL SUCCESSFUL CANDIDATES WILL UNDERGO BACKGROUND CHECK AND VERIFICATION OF QUALIFICATIONS AND CRIMINAL RECORDS

Makhado Municipality is an equal opportunity employer and subscribe to employment equity act.

Forward your application on the Council's prescribed application form with a copy of CV and certified copies of qualifications to the Municipal Manager, Private Bag X2596, LOUIS TRICHARDT, 0920. Or Hand delivers to 83 Krogh Street, Civic Centre Makhado Municipality Louis Trichardt

For more information contact Human Resource Manager @ Ndweleni Dagada 015 519 3225 or Mr Muofhe A.P 015 519 3121 @ Human Resource Office

PLEASE NOTE: APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE ACCEPTED

To view our current vacancies or to print the Application Form visit our website on www.makhado.gov.za

If no response is received from Makhado Local Municipality within 45 days after the closing date, it must be regarded that your application has not been successful.

Publication Date: 17 July 2025

Closing Date: 5 August 2025

Notice No: 105/2025

File No. 5/3B

**MR K M NEMANAME
MUNICIPAL MANAGER**