

 POSTAL ADDRESS P.O. Box 31 Qumbu 5180		 PHYSICAL ADDRESS 96 L. G.Mabindla Avenue Qumbu 5180
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Ifoni/Tel: 047-5537000

Ifax /Fax: 047-553018

EXTERNAL VACANCY
DATE 25 MAY 2023 – 13 JUNE 2023

The Mhlontlo Local Municipality is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

Suitably qualified persons are hereby invited to apply for the following vacancy which will be filled in terms of the Employment Equity Plan of the municipality. **People with physical disabilities are encouraged to apply.**

DEPARTMENT	CORPORATE SERVICES DEPARTMENT
NAME OF THE POST	PA. TO THE MAYOR
CONTRACT	ATTACHED TO THE CURRENT MAYOR
ALL INCLUSIVE PACKAGE	R291 563.43
ADVERTISED	DAILY DISPATCH, LOCAL NEWS PAPER AND WEBSITE
MINIMUM REQUIREMENTS	Matric/ Grade 12 Certificate Certificate in Office Management or Equivalent Computer Literacy – Office applications
KEY RESPONSIBILITIES	Scheduling, confirming and updating the diary of the Mayor and alerting or indicating priority/ urgent meetings requiring attention. Arranging travel and accommodation for the Mayor for District, Province, National & International meetings. Organising, Confirming and Scheduling meetings/ Appointments with internal departments/ external officials, arranging the venue and attending to catering/refreshments required. Typing and printing speeches and presentations for the Mayor functions and special events. Liaising and interacting internally and externally with all relevant stakeholders such as Executive Management Team, Local Municipality, Business Sector, Province and National community leaders. Preparing notification, agendas and minutes for the Mayor Perform any other duties that may be assigned by competent authority. Sign performance agreement and performance plan
NAME OF THE POST	P.A TO THE SPEAKER
CONTRACT	ATTACHED TO THE CURRENT SPEAKER

ALL INCLUSIVE PACKAGE	R291 563.43
ADVERTISED	DAILY DISPATCH, LOCAL NEWS PAPER AND WEBSITE
MINIMUM REQUIREMENTS	Matric/ Grade 12 Certificate Diploma in Secretariat/ Office Management Computer Literacy – Office applications
KEY RESPONSIBILITIES	Scheduling, confirming and updating the diary of the Speaker and alerting or indicating priority/ urgent meetings requiring attention. Arranging travel and accommodation for the Speaker for District, Province, National & International meetings. Processing the relevant claim for the speaker, attaching supporting documents, submitting claims forms to the Council Secretary for signature and submitting completed claims to the accountant for processing. Copy typing and formatting documents/ reports and creates presentations using word processing and related office applications. Updating the correspondence register inserting reference numbers and subjects of correspondence received and in circulation and/ or seeking information and approval and of communicating response established for specific/ routine matters. Perusing Council and Committee Agenda and minutes of meetings and identifying with items associated with section's activities requiring the attention of the speaker. Perform any other duties that may be assigned by competent authority. Sign performance agreement and performance plan.

CLOSING DATE : 13 JUNE 2023 @ 12H00

ENQUIRIES : THE MANAGER: HUMAN RESOURCES: MR. X. MPATANE (047-533 7000) DURING OFFICE HOURS

NB: Mhlontlo Local Municipality is an Affirmative Action employer. Should candidates not hear from the municipality after three (3) months from the closing date, they may regard themselves as having been unsuccessful.

Please apply by writing the Application letter and also send your Curriculum Vitae together with certified copies of your qualifications, Identity Document (ID) and Valid Driver's Licence (where applicable) to:

***The Municipal Manager
Mhlontlo Local Municipality
P.O. Box 31
Qumbu , 5180***

FOR ATTENTION: THE SENIOR MANAGER, CORPORATE SERVICES DEPARTMENT

OR

Submit your Application letter, CV and certified copies of your qualifications and ID document and valid driver's licence where applicable by hand to;

**The Senior Manager
Corporate Services Department**

96 L. G. Mabindla Street
Qumbu, 5180

Without prejudice and with due respect, correspondence will only be limited to short-listed applicants due to circumstances beyond our control.

CORRESPONDENCE WILL BE LIMITED TO ONLY SHORT- LISTED APPLICANTS.

The Municipality reserves the right not to make any appointment to the advertised posts.

PLEASE NOTE: THAT NO FAXED OR E-MAILED APPLICATIONS WILL BE CONSIDERED AND THAT APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED.

The appointment is made according to the Council conditions of service.

Canvassing for this position will lead to disqualification of applications.

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Mr.L. Ndabeni
Municipal Manager

2023/05/.....
Date

We urge all employees, clients, members of the public and our suppliers to report any kind of fraud or corruption at Mhlontlo Local Municipality's Human Resources-