



Internal Post

AMAJUBA DISTRICT MUNICIPALITY

Amajuba District Municipality is an equal opportunity, affirmative action employer and also encourages applications from disabled persons.

ADMIN OFFICER – COMMITTEES - POST LEVEL 05

DEPARTMENT: CORPORATE SERVICES

Minimum Requirements:

National Diploma in Public Administration or NQF level 6 equivalent qualification with 3 years experience.

Summary of duties:

- Provide secretarial support to various Committee and Sub-Committee sittings with the Municipality
- Communicating with Office Bearers to establish items for inclusion on the Agenda and the submission of investigational / general reports and proposal supporting agenda items.
- Circulating notification, agenda and minutes of the previous meetings to members.
- Accessing and making the information available prior to the meeting to the Chairperson and/ or representatives on specific items for discussion, referring to Council resolution, report and correspondence
- Performing specific secretarial sequences at meetings with regards to circulation and completion of attendance registers, recording details of proceedings/ discussions and decisions, and making available of copies of correspondence referred to in discussions to members.
- Refer to Council's schedule of meetings and, arranging and confirming the venue.
- Ability to translate during council meetings.

Remuneration: R 361,673.72 per annum

Applications consisting of a comprehensive CV, covering letter together with certified copies of matric certificate, tertiary qualifications, driver's license and ID must reach the HR Department no later than **12h00 on 14 August 2019**. Enquiries may be directed to the HR Department: 034-3297200 during office hours. Facsimile, email or late applications will **not** be accepted. Only short-listed applicants will be contacted and subjected to the vetting process. If you are not contacted three months of the closing date, your application would have been unsuccessful. Applications **MUST** be addressed to The Municipal Manager on:

Physical Address:
Amajuba District Municipality
B9356 Amajuba Building
Section 1
Madadeni 2952

Postal Address:
Amajuba District Municipality
Private Bag X6615
Newcastle
2940

SR ZWANE
MUNICIPAL MANAGER