



External advert

NKOMAZI MUNICIPALITY

Nkomazi Municipality is an equal opportunity and Affirmative Action employer and it observes the requirements of the Employment Equity Legislation.

DEPARTMENT : BUDGET AND TREASURY
VACANT POST : ADMINSTRATIVE CLERK MMC FINANCE

RENUMERATION : (TASK LEVEL 08)
Standard benefits apply includes Medical Aid, Pension Fund, UIF

REQUIREMENTS : Grade 12
: Valid driver's license
: Computer literacy
: Good communication skills

DUTIES : Type agenda for meetings
: Prepare meeting packages and distributes to Portfolio members
: Attends, record and transcribes minutes of all meetings
: Files all correspondence
: Manage diary for the MMC
: perform any other reasonable, municipal duties as requested by Manager of the Department

CLOSING DATE : 22 June 2017

Application and CVs to be directed to: Director Corporate Services
Private Bag X101
MALELANE
1320
Tel no. 013-790-0245

Note: if there has been no response within three weeks after the closing date , the applicant must accept that his/her application has been unsuccessful.

Civic Centre
Private Bag X101
MALELANE
1320

M D NGWENYA
MUNICIPAL MANAGER