



UMASIPALA **MTHONJANENI** MUNICIPALITY
MUNISIPALITEIT

Applications are invited from suitable qualified persons for the following position.

COMMITTEE OFFICER

SALARY NOTCH T9: R 202 670.64 – R 263 063.88 per annum plus normal benefits

Key Minimum Requirements:

- Grade 12
- Post Matriculation Administration or Secretarial Diploma or equivalent.
- Computer Literacy- MS Office Applications
- Code B Driving License

Key Performance Areas

- Co-ordinates the logistical and procedural requirements associated with the provision of a Secretariat Service to the decision-making Committees of Council, that is Executive Committee, Council and Portfolio Committees through the formulation of plans, implementation of controls and provision of guidelines to support outcomes associated with the communication.
- Recording and circulation of discussions and adopted resolutions of the decision-making structures contributing to the accountability and integrity and ensuring statutory compliance in terms of the administrative and governance regulations.
- Preparing and submitting inputs into the Committee Programme and providing input into requirements to support the delivery of the service.
- Referring to the schedule of meetings and, arranging and confirming the venue with due consideration given to the number of delegates attending and facilities required.
- Communicating with internal departments/ service providers to organise specific requirements (e.g., conferencing equipment, facilities, transport) for specific sessions (public participation programmes, etc).

Further information can be obtained from the Human Resources Office on Tel 035 450 2082, applications consisting of a comprehensive CV, covering letter and certified copies of qualifications and ID should be submitted to: **The Municipal Manager, Mthonjaneni Municipality, PO Box 11, Melmoth, 3835 or hand delivered at 41 Symmonds Street Melmoth, 3835.**

Should you not be contacted within a period of thirty (30) days after the closing date, your application should be deemed to have been unsuccessful. Canvassing of councillors and management will result in the disqualification of the applicant.


MR. Z/S MTHETHWA
MUNICIPAL MANAGER

No e-mailed or faxed applications will be accepted.

Closing date: **08 JULY 2022**

Mthonjaneni municipality is an equal opportunity, affirmative action employer and is committed to empowering people living with disabilities and women.