



UMASIPALA **MTHONJANENI** MUNICIPALITY
MUNISIPALITEIT

Applications are invited from suitable qualified persons for the following positions:

SENIOR ADMINISTRATION OFFICER

SALARY NOTCH T12: R 318 025.08-R 412 813.44 per annum, car allowance (R90 000 per annum) and cellphone allowance

ESSENTIAL REQUIREMENTS

- Matric
- National Diploma in Office Administration/ Public Administration or equivalent qualification
- Code EB Driver's License
- 3-5 years relevant administrative experience

KEY PERFORMANCE AREAS

- Ensures the effective and efficient functioning of Registry Office.
- Ensures the performance of secretariat functions which include that Council and all its committees are effectively managed.
- Supervise admin staff and maintain discipline
- Perform all other duties to ensure that admin office is functional
- Planning the work schedule based on requirements and resource availability across the key areas and prioritizing specific applications, processes, or intervention in relation to the demand from a governance and compliance perspective (e.g., audit, secretariat service, etc)
- Preparing estimates using trends and requirements as guidelines and submitting capital and operational budgetary requirements for approval and inclusion in the consolidated Departmental budget. Monitoring attendance/ conduct and output and addressing deviations from agreed performance indicators through meetings/ counseling and/ or other approved methods designed to improve and motivate personnel.
- Establishing the adequacy and availability of personnel against agreed outcomes and motivating to the immediate superior for additional resources to support implementation and outputs.
- Addressing workplace conflict/ conduct through the initiation and co-ordination of consultative processes and implementation of specific disciplinary procedures.
- Assessing and introducing measures to facilitate understanding of administrative processes and procedures and/ or providing input into specific training requirements.
- Preparing performance reports referring to statistical data and qualitative information related to specific activities and/ or outcomes.

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.

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

No emailed or faxed applications will be accepted.

CLOSING DATE: 08 JULY 2022

Z S MTHETHWA
MUNICIPAL MANAGER