

# INTERNAL ADVERTISEMENT



## DR JS MOROKA LOCAL MUNICIPALITY

**Hereby invites applications from experienced, qualified, innovative, committed and energetic individuals to fill the under-mentioned position:**

**POST: ADMIN CLERK: SPECIAL PROGRAMME**

**SALARY: R 188,380.29 per annum (Task Grade 09/1)**

**Requirements:** Grade 12. Certificate in Administration /Public Relations or equivalent qualification (NQF level 5). Computer literacy, Organizing skills and communication skills, 1-2 years Admin experience will serve as strong advantage.

**Key Responsibilities:** Performs administrative task associate with (filling, taking minutes etc). Arrange special programs of the Council. Make sure that the community is informed about the council's special programmes, e.g. "gender issues", "old age programmes", "and disabilities", etc. Develop implementation plans for special programmes. Interact with National, Provincial agencies, institutions relate to policies and strategies that were developed by the institutions. Promote social interaction, community intervention /involvement and participation to ensure the promotion and development of community awareness. Interacting with ward councilors in their dealing with community and services delivery related problems. Attend ward community meetings. Interact / consult with various stakeholders' i.e Government officials, private sector and communities generally regarding special programs, ect.

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**NB:** Employment Equity candidates are encouraged to apply as the Municipality seek to achieve its employment equity targets. 

**Security clearance (vetting) will be conducted on all successful candidates.**

No faxed or emailed applications will be considered. The selection process will be influenced by the municipality's Employment Equity Principles. Please note that

correspondence will be limited to shortlisted candidates only. Applicants who have not been contacted within six weeks after the closing date should assume that their applications were unsuccessful.

**The Municipality reserves the right not to make any appointment.**

Application form (available on the website – [www.moroka.gov.za](http://www.moroka.gov.za) or municipal office in Siyabuswa; HQ), accompanied by certified copies of qualifications, ID document, driver's license (where applicable), and a detailed CV, must be addressed to: The Municipal Manager, Dr J.S Moroka Local Municipality, Private Bag X 4012, Siyabuswa, 0472. Applications can also be hand delivered in our Head office at: A2601/3 Bongimfundo Street, Siyabuswa.

For More information – Human Resource (013) 973 1101 / 1390

**Closing date: 15 SEPTEMBER 2017**

  
MASHA T.J  
ACTING EXECUTIVE MANAGER: ADMIN & CORP SERVICES

29/08/2017  
DATE

  
RAMPEDI M.R  
ACTING MUNICIPAL MANAGER

29/08/2017  
DATE