



## DR JS MOROKA LOCAL MUNICIPALITY

### EXTERNAL ADVERT

Dr J.S Moroka Local Municipality hereby invites applications from experienced, qualified, innovative, committed, energetic individuals to fill the under-mentioned positions:

#### **DEPARTMENT: ADMINISTRATION & CORPORATE SERVICES**


#### **1. POST: DIVISIONAL MANAGER: ADMIN & SECRETARIAT (COUNCIL SUPPORT)**

**SALARY: R 634 896, 47 per annum (Task Grade 15/1), excluding benefits**

**REQUIREMENTS:** Grade 12. Relevant 3-year tertiary qualification, preferably a B. Degree in Administration / Public Administration and Computer literacy: MS Office. 5–8 years relevant experience required. More than 5 years administrative experience required of which 3 years' or more must be managerial experience.

**RESPONSIBILITIES:** Formulating and distributing agendas and minutes of meetings of Council to all participants within accepted time frames. Distributing relevant information and providing administrative service to directorates. Managing the diary of each committee. Providing logistical, procedural, and administrative support to committees. Managing and coordinating the meetings of Council, its committees, and the Mayoral Committee to provide a coordinated secretarial function. Providing administrative support to the MPAC: Researcher.

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**Note:** 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.**

**To apply:** use a prescribed application form (its available on the website titled "**application form for employment**" at [www.moroka.gov.za](http://www.moroka.gov.za) or municipal offices), accompanied by certified copies of qualifications, ID document, (not older than six months), 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 Resources (013) 973 1101 / 1390**  
**Closing date: 17<sup>th</sup> April 2025 @ 13h00**



**Ms. M.M. MATHEBELA**  
**MUNICIPAL MANAGER**