



MARULENG MUNICIPALITY

65 SPRINGBOK
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HOEDSPRUIT
1380

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MOPANI DISTRICT

CORPORATE SERVICES

RE-ADVERTISEMENT

Applications are invited from suitably qualified and experienced candidates to fill the following vacant positions:

Position : Secretary
Directorate : Spatial Planning and Economic Development
Type : Permanent
Remuneration: R185 301.95 per annum

Requirements: Grade 12 plus a secretarial diploma or certificate, proficiency in local languages, computer literacy, report writing, two (2) years' experience as a secretary, good communication skills.

Responsibilities: Assist the Director with day to day administration of the office. Taking minutes. Handle all correspondences, answering of telephone, screening of all calls and message conveyed to the Director. Manage the diary of the Director electronically and manually. Do typing work for the Department. Do bookings and travelling arrangements, make arrangements for refreshments during meetings and handle all queries related to the Director.

Position : Fleet Management Clerk
Directorate : Corporate Services
Type : Permanent
Remuneration: R157 519.88 per annum

Requirements: A Grade 12 Certificate with appropriate experience in Administration or an NQF level 4 qualification in the related field will serve as an added advantage. A valid driver's licence.

Responsibilities: To administer and maintain departmental and fleet vehicles; Administer parking and driver services; Coordinate the delivery and pick up of documentation by drivers; Update commitment and dashboard reports; Ensure daily inspection of vehicles; Compile minutes and reports for Fleet Operations & Prepare payments for fleet operations; Ordering of new departmental vehicles; Administer accidents, traffic fines, renewal of licence discs and registration of new vehicles; To compile repairs and maintenance report; Reconcile Fleet statement and invoices; Supervision of staff.



Position : SCM Clerk
Directorate : Budget and Treasury
Type : Permanent
Remuneration: R157 519.88 per annum

Requirements: Grade 12 with Diploma in financial related field. Knowledge of supply chain management. Ability to work under pressure.

Responsibilities: Check incoming paperwork (correspondence, evaluation reports, minutes and make copies before distributing). Sorts all papers according to content. Create or update records with new files and information. Store all paperwork in designated places securing the important documents. Deal with all request from other departments. Develop an efficient and effective filing system. Follow policies and confidentiality dictation to safeguard data and information. Provide administrative support to the SCM committees.

Maruleng Municipality is an equal opportunity affirmative action employer. It is our intention to promote representation (race, gender and disability) in the municipality through filling of these positions and candidates whose appointment /transfer/promotion will promote representation will receive preference. The municipality reserves the right not to fill the advertised positions.

Correspondences will only be entered into with short listed candidates. If you do not receive notifications regarding your applications within 90 days of the closing date, kindly assume that your application was not successful. Applicants will be penalized for canvassing

Applications should be in the form of municipal application form obtained from our website: www.maruleng.gov.za, curriculum vitae and certified copies of qualifications and identity document should be directed to: Municipal Manager, Maruleng Municipality, PO Box 627, Hoedspruit, 1380. Faxed, Late, and Z83 applications will not be considered. Closing date for applications is 02 July 2021 at 12H00. Direct your enquiries to Mrs. Ramohlola Kidibone or Ms Ngoma Jiekie @ 015 793 2409.

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