



MARULENG MUNICIPALITY

65 SPRINGBOK
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P.O. BOX 627
HOEDSPRUIT
1380

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ENQ : Human Resorce

MOPANI DISTRICT

CORPORATE SERVICES

ADVERTISEMENT

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

Position : Senior Admin Officer
Directorate : Office of the Municipal Manager
Type : Contractual (in line with term of the office of Municipal Manager)
Salary : R396 779.34 per annum plus 30% car allowance all inclusive

Requirements: Bachelor Degree in Public Management or equivalent qualification. A minimum three (3) years' experience at Administrative level. Good knowledge and interpretation of policy and legislation. Good knowledge of management system and good governance. A valid code 8 driver's license.

Duties and Responsibilities: Manage and coordinate the day to day operations of the office of the Municipal Manager. Provide both strategic and support service to ensure that the municipality delivers on its mandate in an integrated and coordinated manner. Ensure that the municipality is more responsive, accountable, transparent and compliant in service delivery. Ensure proper coordination of management of the integrated planning process of the municipality. Ensure that the focus remains on customers and they are continuously engaged in planning, implementation and review process. Oversee the development, implementation and review of policies and strategies. Ensure good corporate governance and trench a performance driven culture throughout the institution. Enhance systems improvement, risk management and controls. Play key role in transforming the municipality into a developmental local government institution. Manage and facilitate performance management of the department. Consolidation monthly and quarterly reports.

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 a prescribed application form on municipal website: (www.maruleng.gov.za), curriculum vitae and certified copies of qualifications and identity document should be directed to: **The Municipal Manager, Maruleng Municipality, PO Box 627, Hoedspruit, 1380**. Faxed, Late, and Z83 applications will not be considered. **Closing date for applications is 15 June 2023 at 12H00. Direct your enquiries to Ms Mahlo Mokhobedi or Ramohlola Kidibone @ 015 590 1650.**