



KGATELOPELE MUNICIPALITY

The Kgatelopele Municipality is located in the green Kalahari region of the Northern Cape Province, ZF Mgcawu District. The area is framed by a kaleidoscope of mining and farming activities, and natural tourist attractions. In exchange for your skills and expertise the Kgatelopele Municipality offers you a pleasant working environment thus invites suitable qualified candidates to apply for the following vacant position:

OFFICE OF THE MAYOR

MUNICIPAL PUBLIC ACCOUNTS COMMITTEE CHAIRPERSON'S SECRETARY (REF KLM-10-2022/2023)

(CONTRACT POSITION based on the political term of the incumbent MPAC Chairperson)

ANNUAL REMUNERATION PACKAGE OF: R 181 934.00 (Task 7)

REQUIREMENTS

- Matric or equivalent qualification and/or equivalent secretariat administration qualification/s
- Computer literacy
- Proficiency in local languages
- Written and verbal communication capabilities

KEY PERFORMANCE AREAS

- Scheduling and planning the MPAC Chairperson's diary and events
- Provide the MPAC Chairperson's office with administration functions
- Information and record keeping of the MPAC Chairperson
- Receptionist/ telephonist functions

Financial interest;

- Kgatelopele Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the municipality including remuneration, advertisement, etc; should it be discovered that the successful candidate submitted false or insufficient information which resulted to the contravention of the provisions of Municipal Council Policies, Municipal Systems Amendment Act No. 7 of 2011 or any other relevant legislation;
- If no communication has been received from us within thirty (30) days after the closing date, please consider your application not successful. The Municipality reserves the right to appoint or not appoint any person.



- Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will automatically disqualify the applicant.
- The successful candidate will be held personally liable for certain costs incurred during recruitment if he or she, after being appointed decline to accept the appointment.
- If you meet the stated requirements, a fully completed Annexure C Application Form, Detailed Curriculum Vitae, recently certified copies of all qualifications, a recently certified copy of the Identity Document and Driver's License (certified copies must not be older than 3 months) and proof of Competency level, where applicable, must be addressed/sent to:

Applications can be posted to The Municipal Manager
Attention: Mr. W. Blundin
Kgatelopele Municipality
P.O. Box 43
DANIELSKUIL
8405

Or can be hand delivered at:

Kgatelopele Municipality at the Human Resource Office.
Enquiries may be directed to Acting Senior Human Resource Management: Corporate Services,
Ms. N Sebella (053) 384 8600 during office hours between 07:30 am – 16:45pm Monday to
Thursdays and Fridays till 15:30pm.

CLOSING DATE: 09 September 2022 at 12:00pm