



MKHAMBATHINI MUNICIPALITY

The Mkhambathini Municipality hereby invites suitably qualified applicants to apply for the following permanent position:

COMMITTEE OFFICER

Salary R 182 077.8 pa

MINIMUM REQUIREMENTS

- Matric / Grade 12
- Secretarial Diploma or equivalent qualification.
- Minimum three years relevant work experience
- Fully Computer Literate (Ms Office, Ms Excel, Internet and Email)
- Good command of English and isiZulu

KEY PERFORMANCE AREAS

- Provide Secretarial support to various Council committees, sub-committees and working groups
- Communicate with the various departments to establish items for inclusion on the Agendas
- Compile and circulate agendas and minutes, internal memos to relevant members
- Record and establish attendance registers and submit such to relevant offices
- Liaise with Chairpersons of portfolio committees and officials in all levels regarding the items for discussion at meetings

Application letter **NOT** Z83 application forms (clearly stating the position you are applying for), together with a comprehensive CV and certified copies of qualifications, Id and Drivers License must be sent to the **Municipal Manager, Mkhambathini Municipality, Private Bag X04, Camperdown, 3720** or hand deliver at : **No 18 Old Main Road, Camperdown, 3720.**

Closing date 29 March 2018. Kindly note that should you not be contacted within a period of 30 days after the closing date, consider your application as unsuccessful. Preference will be given to applicants residing within Mkhambathini Municipal jurisdiction.

Enquiries regarding the post can be directed to **Mrs P.A Mncwabe, Human Resources Officer** at **031 785 9300.**

Mkhambathini Municipality subscribes to an Employment Equity, Affirmative Action Programme which is non-racist, non-sexist and based on merit.



MS T.C NDLELA