

# MSUKALIGWA LOCAL MUNICIPALITY



PO Box 48  
Ermelo  
Mpumalanga Province  
South Africa  
2350



Civic Centre Building  
c/o Kerk & Taute Street  
Ermelo  
Mpumalanga Province  
South Africa  
2350

Customer Care Center: 08611 MSUKA [67852]  
Main Fax: +27 17 801-3851

Internet: [www.msukaliqwa.gov.za](http://www.msukaliqwa.gov.za)  
E-Mail: [msuka@msukaliqwa.gov.za](mailto:msuka@msukaliqwa.gov.za)

## "IS AN AFFIRMATIVE ACTION EMPLOYER"

Applications are hereby invited from suitably qualified and competent persons for appointment to the under mentioned positions. No application will be accepted without certified copies of qualifications as set out below.

### COMMUNITY AND SOCIAL SERVICES

POSITION	:	NATIS OFFICER
REF. NO.	:	37/19
POST LEVEL	:	9
SALARY SCALE	:	R 166 401.48 – 184 957.80 pa
QUALIFICATIONS	:	NQF Level 4 Business administration Diploma – person with Natis experience will be an advantage. 2 Years working experience in administration.
DUTIES	:	Deals with all enquiries / queries in relation to learners <ul style="list-style-type: none"><li>- Capture all documentations as required per transition.</li><li>- Do filling and any administrative duties as may be required from time to time.</li><li>- Do any delegated function from time to time as may be required.</li><li>- Capture all document as required per transition.</li><li>- Co-ordinates activities/sequences associated with trouble shooting/ fault finding and repairing mechanical breakdown.</li></ul>

APPLICATION FORMS ARE AVAILABLE ON THE MSUKALIGWA LOCAL MUNICIPALITY WEBSITE  
([www.msukaliqwa.gov.za](http://www.msukaliqwa.gov.za)) / HR OFFICE

FOR ENQUIRIES CONTACT HUMAN RESOURCES – MS. L.P. MNISI ON 017 801 3580 DURING OFFICE HOURS  
CLOSING DATE – 15 MARCH 2019 (12 NOON). VETTING IS THE MUNICIPAL PRIMARY SELECTION CRITERIA,  
THEREFORE ALL SUCCESSFUL APPLICANTS SHALL BE SUBJECTED TO VETTING  
COMPLETED APPLICATION FORM MUST BE POSTED / COURIERED TO: MSUKALIGWA LOCAL MUNICIPALITY  
P.O.BOX 48 ERMELO 2350

OR HANDED IN TO: THE CORPORATE SERVICES (RECORD SECTION) CNR TAUTE AND KERK, ERMELO  
"IF YOU DON'T HEAR FROM THE MUNICIPALITY AFTER 3 MONTH, CONSIDER YOUR APPLICATION UNSUCCESSFUL"

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Ms. G.J. Majola  
Municipal Manager

28/1/2019  
.....  
Date

