



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

## OFFICE OF THE EXECUTIVE MAYOR

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

<b>POSITION</b>	:	<b>ADMIN CLERK (1½ YEAR CONTRACT)</b>
<b>REF. NO.</b>	:	<b>09/20</b>
<b>POST LEVEL</b>	:	<b>8</b>
<b>SALARY SCALE</b>	:	<b>R200 755.56 – R227 336.16pa</b>
<b>QUALIFICATIONS AND REQUIREMENTS</b>	:	<b>Grade 12 &amp; Computer Literacy</b>
<b>EXPERIENCE</b>	:	<b>6 months administrative experience</b>
<b>DUTIES</b>	:	<b>Typing and filling of all correspondences. Attending to All correspondences and complaints as per the Requirement indicated.</b>
	:	<b>Attend to all requirements that the Executive Mayor may require in the execution of his functions</b>

**CLOSING DATE** : **14 FEBRUARY 2020**

**FOR ENQUIRIES CONTACT HUMAN RESOURCES – Ms LP MNISI ON 017-801 3584**

Applications forms and full detailed information about the advertised positions are available on the Msukaligwa Local Municipality website ([www.msukaligwa.gov.za](http://www.msukaligwa.gov.za)) And facebook page / HR office must be completed and must be accompanied with a covering letter, comprehensive CV, original certified copies of qualifications and ID document and driver's license and the names of three contactable references from current and previous employers must be provided.

Application must be posted / couriered to Msukaligwa Local Municipality, P O Box 48, Ermelo 2350 or hand delivered to the Corporate Services (Records Section), Cnr Kerk and Taute Street, Ermelo., for the attention of Director Corporate Services

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**GJ MAJOLA**  
**MUNICIPAL MANAGER**

\_\_\_\_\_  
**DATE**