

DIRECTORATE: CORPORATE SUPPORT
UNIT: ADMINISTRATION

POSITION: ASSISTANT DIRECTOR

Salary

R692 928.00 – R696 312.00 per annum (Level 3) excluding cell phone, data and transport allowance.

Qualifications

- Grade 12
- National Diploma/Bachelor's Degree in Public Admin or related field

Experience

- Minimum 5-7 years' experience in administration, council support and committees, of which 3 years must be at middle management.

Requirements

- Valid Code B driver's license
- Computer literacy (MS office applications)

Key Performance Areas

Administrative Support and Supervision

- Manage alignment of Council by-laws with legislative requirements.
- Coordinate policy updates.
- Administer the Integrated Development Plan (IDP) programs.
- Oversee departmental budget drafting and management.
- Handle Council correspondence and ensure timely distribution.
- Oversee Council Administration logistics.

Meeting and Agenda Management

- Prepare and submit items for agendas.
- Take minutes for Council and sub-committee meetings.
- Promulgate new tariffs.
- Provide Secretarial Support to Sub – Committees.
- Coordinate Committee Portfolio and minutes.

Correspondence Management

- Route incoming correspondence (post book).
- Gather comments from Managers on incoming letters.
- Coordinates with Chef Records Clerk timeously filling.

Staff Supervision and Resources Management

- Monitor attendance and approve leave.
- Manage vehicles.
- Check office availability of staff.

- Address daily issues.
- Oversee administration.

- **Regulatory and Delegation Management**
- Manage Council's delegation system and policies.

CLOSING DATE: 29 MAY 2026

Prescribed application form is available. Failure to complete prescribed form will be disqualified.

The following documents should be attached: Certified copies of original documentation of

- ID Document,
- Qualifications,
- Training Certificates and
- Driver's license (where applicable) and must be attached to the CV and failure to submit certified copies will render your application unsuccessful.

Also note that:

- Faxed or e-mailed CVs will not be considered.
- Copies of certified documents will also not be considered.

Interested Candidates are requested to submit complete Curriculum Vitae at the Human Resource Services Section, Room 15, Ground Floor, Civic Centre, Cnr Bram Fischer and OR Tambo Street, Klerksdorp. Alternatively, CV's may be mailed to: Recruitment Section, HR Department, P.O. Box 99, Klerksdorp, 2570. Shortlisted candidates (if necessary) will be subject to a security clearance conducted by National Intelligence Agency. Enquiries can be made with Mr. MV Toli/ IE Modise/ Ms. N Madona/ Mr. S Khatha on 018 487 8094/ 8532. Suitably qualified and/or experienced persons with disabilities are encouraged to apply. The City of Matlosana is an Equal Opportunity Employer.

If you have not been contacted by the City of Matlosana within 3 months, you may accept that your application was unsuccessful.

**CIVIC CENTRE
PO BOX 99
KLERKSDORP
2570**

**MS. L SEAMETSO
MUNICIPAL MANAGER**

NOTICE NO. 17/2026