

(LOCAL NEWSPAPER (KLERKSDORP RECORD/LENTSWE)

DIRECTORATE: CORPORATE SUPPORT

UNIT: ADMINISTRATION

POSITION: ADMINISTRATIVE OFFICER GRADE I: COMMITTEES

Salary

- R489 972.00 – R540 984.00 per annum (Level 6)

Qualifications

- Grade 12
- National Diploma/ or Degree in Public Administration/ Management

Experience

- 3 - 5 years' relevant working experience in Administration environment

Requirements

- Valid Code B Driver's license
- Computer Literacy

Key Performance Areas

- Write agenda items to ensure that Council is informed of requests that need attention and approval for various committees in order to comply with legislation.
- Attending meetings to ensure that recommendations and resolutions are captured in order to execute functions of Council.
- Recording minutes to ensure that information is captured for filling and execution.
- Communicating and execute resolutions to ensure that information flows and resolutions are implemented.
- Ensure customer services is in accordance with Batho Pele Principles.

CLOSING DATE: 17 September 2025

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 Khata 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. 38/2025