

(LOCAL NEWSPAPER (KLERKSDORP RECORD/LENTSWE)

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

UNIT: MPAC

POSITION: ADMINISTRATION OFFICER(MPAC)

Salary

- R489 872.00 – R540 984.00 per annum (Level 6)

Qualifications

- Grade 12
- National Diploma/ or Degree in Public Administration or relevant qualification

Experience

- 3 - 5 years' experience in administration

Requirements

- Valid Code B Driver's license
- Computer Literacy

Key Performance Areas

- Co-ordinate MPAC meetings and Section 32
- Responsible for taking out agendas and distribution of minutes to the committee.
- Responsible for compiling SDBIP
- Responsible for filling.
- Assist the MPAC Co-ordinate and Manager with arrangement of inspection in loco for the compilation of the oversight report on the annual report.
- Capture and follow-up on MPAC recommendations.
- Answering telephonic queries.

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