

MAGARENG



MUNICIPALITY

Magareng Local Municipality, serving the towns and rural areas of Warrenton, invites applications from suitably candidates to fill the following vacant position within its establishment:

DIRECTORATE: CORPORATE SERVICES
DIVISION: CORPORATE ADMIN
POST: MESSENGER X1 (Permanent)

SALARY : R133 858.00 - R173 723.00 (POST LEVEL 5)

13TH CHEQUE INCLUDED

BENEFITS INCLUDED (PENSION AND MEDICAL AID)

MINIMUM QUALIFICATIONS / POST REQUIREMENTS

- 1 year relevant experience
- Grade 10
- No criminal record.
- Valid Drivers' Licence
- Be able to communicate in two of the three official languages of the Northern Cape
- Ability to work under pressure
- Time management
- Administration skills
- Protocol and business ethics

KNOWLEDGE

- Good interpersonal and communication skills
- Be able to work independently
- Liaise with other employees within the municipality.
- Attention to detail

COMPETENCIES

The successful applicant /candidate must possess competencies as published in Annexure A of the Local Government Municipal Staff Regulations of 20 September 2021.

KEY PERFORMANCE AREAS

- a) Collections and sending post intra and inter-departmentally.
- b) Collection and distribution of mail internally and externally.
- c) Collect items from the store and other suppliers.
- d) Collect cleaning Materials.
- e) Deliver agendas to council members (after hours).
- f) Filing of correspondence and other documents (Internal system).
- g) Receive and send copies and make photocopies.
- h) Receive and send e-mails as requested.
- i) Drive Municipal employees to attend meetings, conferences etc.

PLEASE NOTE:

1. The municipality is an Equal Opportunity Employer and will observe the requirements of employment equity policy and it's EE Plan;
2. No late or faxed applications will be considered;
3. The Candidate who have been recommended for appointment by the selection panel will be subjected to security vetting/screening, criminal record and employment history/reference check and disclosure of interest;
5. Suitably qualified applicants must submit their application letter with a detailed CV, certified \ Copies of Certificates, Identity document (certified copies must not be older than 3 months) to the **Human Resource Manager P.O. Box 10 Warrenton Northern Cape 8530;**
6. Written communication will only be with shortlisted candidates and if no communication has been received from the municipality within three (3) months after the closing date, please consider your application not successful;
7. The municipality reserves the right to appoint or not appoint any person;
8. **Closing Date: 6 June 2025**