



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
E-Mail: msuka@msukaligwa.gov.za

CORPORATE SERVICES "IS AN AFFIRMATIVE ACTION EMPLOYER"

Msukaligwa Local Municipality is hereby inviting applications from suitably qualified and competent persons for appointment to the under mentioned position. No applications will be accepted without certified copies of qualifications as set out below

DEPARTMENT OF CORPORATE SERVICES (Externally)

POSITION	:	REGISTRY ASSISTANT (X1)
SECTION	:	IT & RECORDS MANAGEMENT
REF NO	:	40/21
POST LEVEL	:	11
SALARY SCALE	:	R154 696,32 - R164 827,92pa
QUALIFICATION	:	Grade 12 and Certificate in Computer literacy) Post matric qualification in Finance will be added as an advantage

DUTIES

- Assisting in capturing of incoming correspondence
- Allocating index numbers and references to all correspondence under supervision
- Assisting in processing, diarizing and distribution of control sheets
- Maintain and update the filing system

NOTE: VETTING IS THE MUNICIPAL PRIMARY SELECTION CRITERIA, THEREFORE THE SUCCESSFUL APPLICANT SHALL BE SUBJECTED TO VETTING

CLOSING DATE 9 JULY 2021- @ 12:00

Applications forms and full detailed information about the advertised position are available on the MSUKALIGWA LOCAL MUNICIPALITY WEBSITE (www.msukaligwa.gov.za), Facebook page and HR Office. Applications forms must be completed and must be accompanied with a covering letter, comprehensive CV, original certified copies of qualifications, ID document and the names of three contactable references from current or previous employer must be provided. Applications must be posted / Couriered to Msukaligwa Local Municipality P.O. Box 48, Ermelo, 2350 or hand delivered to the Corporate Services (HR Section), Cnr Kerk and Taute Street, Ermelo, for the attention of Director - Corporate Services

FOR ENQUIRIES CONTACT HUMAN RESOURCES – MS L.P. MNISI ON 017 801 3584 DURING OFFICE HOURS.
"IF YOU DON'T HEAR FROM THE MUNICIPALITY AFTER THREE MONTHS, CONSIDER YOUR APPLICATION UNSUCCESSFUL"

MR S.I. MALAZA
MUNICIPAL MANAGER

2021 06 15
DATE