

EXTERNAL ADVERTISEMENT

Johannes Phumani Phungula Municipality with its seat in Ixopo invites applications from suitably qualified persons for appointment to the following positions.

OFFICE OF THE MUNICIPAL MANAGER

Personal Assistant and Executive Support to the Municipal Manager

Salary Scale: R 261 441.16 -R 339 347.21 Per Annum (T9)

Applicable benefits: Medical aid, pension, 13th cheque, homeowner's allowance

Minimum Requirements:

- Grade 12 Certificate
- Bachelor's Degree/ National Diploma in Office Management or equivalent qualification
- Computer Literacy (Full Microsoft Package)
- Secretarial, clerical, and office management skills
- 2 Years experience in a municipal environment
- Good telephone etiquette skills
- Excellent interpersonal and communication skills
- Ability to work under pressure and for extended hours

Key Performance Areas:

- Provide strategic support and assistance to the Municipal Manager.
- Manage the Office of the Municipal Manager and appointments.
- Perform secretarial and administrative duties.
- Liaise with HODs and Managers reporting to the Municipal Manager.
- Handle incoming and outgoing correspondence
- Act as a link between the Office of the Municipal Manager and HODs to ensure the coordination of functions such as management of documentation as well as Strategic management meetings.
- Make travel arrangements and bookings for the Municipal Manager.
- Attend to visitors and queries.
- Organize and coordinate meetings between the Municipal Manager and External Stakeholders.
- Apply protocols in handling visitors who come to the office of the Municipal Manager.
- Manage the Municipal Managers' diary, arrange meetings and workshops, and provide administrative support.
- Prepare Weekly programmes for the whole Municipality.

CORPORATE SERVICES DEPARTMENT

Principal Clerk (Fleet)

Salary Scale: R 206 239.90 -R 267 714.10 Per Annum (T7)

Applicable benefits: Medical Aid, Pension, 13th Cheque and Homeowner's Allowance.

Minimum Requirements:

- Grade 12 Certificate
- Any relevant tertiary qualification
- 1 year experience in administration
- A valid driver's license

Key Performance Areas:

- Updating of register regarding acquisitions, returns and disposal of fleet
- Capturing and monitoring vehicle mileages to ensure efficient and effective use of fleet
- Capturing of fleet fuel records and repairs and maintenance for monitoring and reporting purposes
- Updating driver information and monitoring drivers' licenses validity
- Assist in updating, monitoring vehicle licenses and preparation of the relevant license renewal documentation
- Assist in monitoring fleet management systems
- Assist in ensuring that fleet is serviced consistently as per the schedule
- Assist in facilitating traffic fine payments

Johannes Phumani Phungula Municipality is an equal opportunity, affirmative action employer.

A signed letter of application indicating the position being applied for, together with a comprehensive Curriculum Vitae and certified copies of certificates and Identity Document, must be forwarded to: The Municipal Manager, P. O. Box 132, Ixopo, 3276 **by no later than 16h00 on 25 September 2026**. Alternatively, applications can be hand delivered at: Johannes Phumani Phungula Municipality, 29 Margaret Street, Ixopo, 3276. Faxed applications will not be accepted. Applications with academic records and letters from registrar will not be considered. If you do not hear from Council within 30 days of the closing date, please consider your application as unsuccessful. All enquiries should be directed to the HR Officer, Mr. TPI Msani at (039) 201 0385.

People with disabilities are encouraged to apply.

Council reserves the right not to make any appointment into the abovementioned positions.

ME Mkhize
Municipal Manager