



HARRY GWALA DISTRICT MUNICIPALITY

SOCIAL SERVICES AND DEVELOPMENT PLANNING DEPARTMENT

PRINCIPAL CLERK

Salary Grade: • R193 685.54 - R251 432.17 p.a. (T7)
(plus applicable benefits) • REF NO: SS F 5/5/4/2/1

Job requirements: • Grade 12/Matric • National Diploma NQF Level 6 in Administration or relevant qualification • Two (2) years' of experience in administrative work • Ability to apply the following computer packages (MS. Word, PowerPoint and Excel) • A valid motor vehicle driver's licence.

Key performance areas: • Perform secretariat functions using, inter alia, word processing and/or other 'Office Applications' to prepare, format and copy typed documentation/correspondences, etc. • Manage the directorate's stationery and other stock i.e maintaining adequate stock levels and timeously compile requisitions for acquisition of required goods and services • Capture the line-item budget for the Section and updating it with all changes and expenditure occurred • Attend the filing of confidential documents such as tender documents and registers, general documentation and correspondences • Coordinate meetings between internal and external stakeholders.

Enquiries should be directed to: Human Resources Unit, on tel: (039) 834 8756/5504/8752/. **No faxed applications will be accepted.**

Applications must be submitted with a signed Application Form which can be found on our website: www.harrygwalam.gov.za accompanied by a comprehensive Curriculum Vitae, certified copies of educational qualifications, Identity Document and driver's licence must be addressed to: **The Municipal Manager for attention: Mrs T.T. Thiyane-Magaqa, Executive Director: Corporate Services, Harry Gwala District Municipality, Private Bag X 501, Ixopo, 3276, or can be hand delivered/courier to: 40 Main Street, Ixopo, 3276, or e-mailed to: recruitment@harrygwalam.gov.za to reach us no later than 15h00, 07 March 2025.**

NB: When applications are being submitted via e-mail address provided, applicants are requested to insert the post title on the subject line.

Further correspondence will be confined to shortlisted candidates. If you have not been contacted within four months of the closing date of the advertisement, please accept that your application has been unsuccessful.

NB: proof of canvassing with Councillors or Management will lead to immediate disqualification. Harry Gwala District Municipality subscribes to the National Equity Strategy.

The Council reserves the right not to continue with the interview and appointment if it feels that no suitable candidates identified.

NB: applications that are submitted without Harry Gwala District Municipality application form **WILL NOT** be considered.

MR G.M. SINEKE: MUNICIPAL MANAGER