



LOCAL ADVERTISEMENT

The Bushbuckridge Local Municipality which is an equal opportunity and affirmative action employer seeks to appoint suitably qualified person/s for the position of:

Post : Senior Admin Clerk x4
Directorate : Corporate Services
Remuneration : R215 676.82
Centre : Hluvukani, Marite, Maviljan and Acornhoek Regional Office

RESPONSIBILITIES

- A) Ensure that record keeping is followed and done properly.
- B) Liaise with the MEPP, Dept of Labour with regard to UIF and pension benefits of the retired and deceased employees
- C) Ensure that leave forms are properly checked and signed before
- D) Monitor the leave books and leave register on a weekly basis
- E) Maintaining and updating personnel information with respect to changes in employment/personal status and attending to the safekeeping of personnel records /files in accordance with approved recordkeeping

REQUIREMENTS

- A) Grade 12 certificate
- B) National Certificate in HR or Public Management
- C) Computer Literacy (Excel, word & PowerPoint)
- D) 1 year experience in administration
- E) Prepared to work under pressure.
- F) Sound interpersonal relation skills.
- G) Customer Care.
- H) Driver's license(an added advantage)

Application forms can be accessed from our website: www.bushbuckridge.gov.za or collected from Head Office (Bushbuckridge), including all our eleven (11) Regional Offices.

Interested candidates meeting the above requirements are invited to forward their comprehensive CVs, certified copies of Identity Document and qualifications to the following address

The Municipal Manager
Bushbuckridge Local Municipality
Private Bag X 9308
BUSHBUCKRIDGE
1280

OR

Hand delivery to office no 55(Registry)
R533 Graskop Road
Bushbuckridge

NB If you are not contacted within six weeks after the closing date, consider your application as being unsuccessful.

Closing date : 15 December 2017