



BUSHBUCKRIDGE LOCAL MUNICIPALITY

Private Bag X 9308
Bushbuckridge
1280
R533 Graskop Road opp. Mapulaneng DLTC
Maviljan Region
Bushbuckridge

Tel: 013 799 1835/45/51/57

Fax: 013 799 1865

Email: info@bushbuckridge.gov.za

Website: www.bushbuckridge.gov.za

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 : LABOUR RELATION ADMIN CLERK
Directorate : CORPORATE SERVICE
REMUNERATION : R186 364.03 PER ANNUM
CENTRE : HEAD OFFICE

Responsibilities:

- Arrangement of all LLT Logistics
- Arrangement of all disciplinary hearing logistics
- Ensure that all internal and external correspondence are received and distributed
- Render all administrative or clerical functions of the office social as typing ,photocopying and faxing
- Keep all disciplinary documents in safe place
- Filling of documents into their relevant files
- Render any assistance any time when instructed by supervisor

Requirements:

- Grade 12 certificate
- Certificate in labour relation
- 1 year experience in related field.
- Prepared to work under pressure

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;

Any falsification information be it in a form of postal or residential address, qualifications, references or any other information given by the applicant will lead to dismissal upon discovery by the employer.

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

The Municipality reserves the right not to appoint

Closing date : 15th of December 2017