



BUSHBUCKRIDGE LOCAL MUNICIPALITY

Tel: 013 799 1835/45/51/57

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Email: info@bushbuckridge.gov.za

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

Website: www.bushbuckridge.gov.za

EXTERNAL 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 : **Auxiliary Manager**
Directorate : **Corporate Services**
REMUNERATION : **R595423.05PER ANNUM**
CENTRE : **HEAD OFFICE**

REQUIREMENTS

- Bachelor Degree in Public Administration or equivalent
- The applicant must have a minimum of five (5) years relevant experience at middle management level and have proven management experience in administration.
- The applicant must be computer literate and have a valid driver's license and his/her own roadworthy vehicle

RESPONSIBILITIES

- Manages, maintains and monitors council's movable assets.
- Manages, maintains and monitor council immovable assets.
- Develops, formulates and reviews policies, manuals and produce reports related to the auxiliary services function
- Manages council's pool vehicles, plant and equipment.
- Compiles, manages and controls the budget for auxiliary services provides auxiliary services support to the local municipality.
- Manages the council's telephone communication system.
- Manages and supervises staff in the auxiliary services division.
- Responsible for management of registry function.
- Provides internal auxiliary services support to directorates, regional offices, DLTC'S and libraries.

Application forms can be accessed from our website: www.bushbuckridge.gov.za or collected from Head Office (Bushbuckridge), including all 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. Faxed or emailed applications shall be disqualified.

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 : 30 November 2018.