UMSOBOMVU LOCAL MUNICIPALITY

Continuously Rising

PERSONNEL VACANCY: UMSOBOMVU MUNICIPALITY

Umsobomvu Municipality, with its seat in Colesberg, covering the area of Noupoort, Colesberg, Norvalspont and all commercial farming areas, seeks to appoint properly qualified individuals in the following position:

Post Clerk: Data Capturer-Project Management Unit

Remuneration: T-Grade 5 - R 110 484.00 – R 143 460.00 per annum plus normal fringe benefits applicable to local government.

Requirements: Qualifications and Experience:

Grade 12; Bilingual; Computer Literate.

Job Purpose:

Performs administrative tasks associated with the processing and updating of information relating to MIG projects status and cash flows.

Key Performance Areas:

Capturing of all MIG project data on the MIG MIS, liaison with provincial and national IT specialist on related issues, providing data and information technology and quality control, preparation and provision of all data and reports to provincial and national departments, office administration.

Closing date: 14 February 2020 at close of business.

Application Instructions: A completed official application form and C.V. together with certified copies of qualifications and other relevant documentation must be submitted to: The Municipal Manager Umsobomvu Municipality, Private Bag X6, **Colesberg,** 9795. No faxes or e-mails will be accepted. Should applicants not receive any response within two months after the closing date, please accept that your application has not been successful. All enquiries must be directed to the Human Resource Section. Canvassing and/or lobbying of Councillors and or municipal officials will result in the disqualification of an applicant.

A.C. MPELA
Municipal Manager
Notice Nr. 3/2020 Date: 22 January 2020