



City on the move

Suitably qualified persons internally and externally are invited to apply for appointment in the following positions

## 1. REGIONAL OPERATIONS

### 1.1 MANAGER: ADMINISTRATION

**QUALIFICATIONS:** \* Applicable B. Degree/Diploma/Municipal related diploma/certificate or recognition of prior learning in Municipal Administration environment \*

**EXPERIENCE:** \* At least three (3) years relevant administrative experience will serve as recommendation \*

**CORE DESCRIPTION:**

The successful candidate will be responsible for the following functions:

- Managing and reporting of budget process of Executive Director's office
- Supervise staff in office of the Executive Director
- Apply budgetary control towards operational and capital estimates and reporting
- Co-ordinate the operational and capital budget process of Sub-Directorates
- Apply asset management of Council's Assets
- Manage of administrative functions

**ADDITIONAL REQUIREMENTS:**

- Code EB drivers license
- Fluent in English, Afrikaans and a third language
- Able to think independently, able to analyze and draw conclusions, innovative, computer literacy and attention to detail
- Aptitude for figures

**SALARY GRADE:** 004

## 2. CORPORATE SERVICES

### 2.1 MANAGER: ADMINISTRATION

**QUALIFICATIONS:** \* Applicable B. Degree/Diploma/Municipal related diploma/certificate or recognition of prior learning in Municipal Administration environment \*

**EXPERIENCE:** \* At least three (3) years relevant administrative experience will serve as recommendation \*

**CORE DESCRIPTION:**

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**SALARY GRADE:** 004

## 3. FINANCE

### 3.1 MANAGER: ADMINISTRATION

**QUALIFICATIONS:** \* Applicable B. Degree/Diploma/Municipal related diploma/certificate or recognition of prior

learning in Municipal Administration environment \*

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**SALARY GRADE:** 004

## 4. ECONOMIC DEVELOPMENT & PLANNING

### 4.1 MANAGER: ADMINISTRATION

**QUALIFICATIONS:** \* Applicable B. Degree/Diploma/Municipal related diploma/certificate or recognition of prior learning in Municipal Administration environment \*

**EXPERIENCE:** \* At least three (3) years relevant administrative experience will serve as recommendation \*

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- Aptitude for figures

**SALARY GRADE:** 004

## 5. INFRASTRUCTURAL SERVICES

### 5.1 MANAGER: ADMINISTRATION

**QUALIFICATIONS:** \* Applicable B. Degree/Diploma/Municipal related diploma/certificate or recognition of prior learning in Municipal Administration environment \*

**EXPERIENCE:** \* At least three (3) years relevant administrative experience will serve as recommendation \*

**CORE DESCRIPTION:**

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- Apply asset management of Council's Assets
- Manage of administrative functions

**ADDITIONAL REQUIREMENTS:**

- Code EB drivers license
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- Aptitude for figures

**SALARY GRADE:** 004**6. COMMUNITY & SOCIAL DEVELOPMENT****6.1 MANAGER: ADMINISTRATION****QUALIFICATIONS:** \* Applicable B. Degree/Diploma/Municipal related diploma/certificate or recognition of prior learning in Municipal Administration environment \***EXPERIENCE:** \* At least three (3) years relevant administrative experience will serve as recommendation \***CORE DESCRIPTION:**

The successful candidate will be responsible for the following functions:

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- Apply asset management of Council's Assets
- Manage of administrative functions

**ADDITIONAL REQUIREMENTS:**

- Code EB drivers license
- Fluent in English, Afrikaans and a third language
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**SALARY GRADE:** 004

The closing date in respect of all positions will be **03 September 2010**. Applicants, who wish to be considered for a post, must post/e-mail/submit their applications and completed, detailed and comprehensive CV's and certified copies of their certificates directly to the address indicated below. The relevant telephone number can be contacted for more information.

Please note that if you do not receive any correspondence from this organisation regarding your application within 30 days after the closing date of this advertisement, you should regard your application as unsuccessful.

**GM: Human Resource Management****P.O. Box 3704****BLOEMFONTEIN****9300****Telephonic Enquiries : 051 – 405 8517 OR e-mail: [employ@civic.mangaung.co.za](mailto:employ@civic.mangaung.co.za)****We thank all applicants for their interest**