

GOVAN MBEKI LOCAL MUNICIPALITY



VACANCY ADVERTISEMENT

To visit the Municipal Website
and download the Advertisement
Scan the QR code



Head Office: Central Business Area, Horwood Street, Secunda, P/Bag X 1017, Secunda, 2302, Tel: 017 620-6000
Please contact our website for further details: www.govanmbeki.gov.za

PLEASE NOTE:

- Interested applicants meeting the requirements should forward the following:
 - Fully completed official Application Form which is available at the Secunda Main Offices, All Regional Offices as well as the on the Municipal Website www.govanmbeki.gov.za;
 - Detailed CV, Certified Copies of Qualifications and Identity Document for up to 6 months
 - Applications not submitted with the fully Completed Official Application Form will not be considered
 - Applications with Foreign Qualifications must be attached with a SAQA verification document.
- All short-listed applicants will be required to produce their original identity document, driver's licence and qualifications/documents at the interviews. Failure to comply will result in disqualification.
- Applications must be addressed to: recruitment.finance@govanmbeki.gov.za. **Only emailed applications will be considered.**
- Communication will only be between the recruitment section and shortlisted candidates. Applicants who have not been contacted within thirty (30) days of the closing date should consider their applications unsuccessful.
- The Govan Mbeki Municipality reserves the right not to make an appointment and to re-advertise positions.
- The submission of an application gives Govan Mbeki Municipality the right to verify your qualifications, perform reference checks from current and previous employers as well as academic institutions and SAQA
- The successful applicant must enter into a Performance Agreement with the Employer
- Applications from women, people with disabilities and historical disadvantaged individuals are strongly encouraged to apply and will be appreciated.

INTERNAL / EXTERNAL ADVERTISEMENT CLOSING DATE: Monday, 31 August 2026 at 12:00

OFFICE OF THE MUNICIPAL MANAGER SERVICE DELIVERY CLERK (REGIONS 2) – 1 Positions (REF: 2026-2027/07)

Requirements:

- Grade 12
- National Diploma Office Management and Technology or related fields
- Relevant B Degree in will be an added advantage
- 2 -3 years' experience in rendering a support service to Senior Management
- Valid code B driver's license
- Language skills and ability to communicate well with people at different levels and from different background.
- Ability to do research and analyze documents and situation
- Computer Literacy

The successful applicant / candidate must possess competencies as published in Annexure A of the Local Government: Municipal Staff Regulations promulgated in Government Gazette 45181 of 20 September 2021

Key Performance Areas:

- Handle and manage all correspondence referred to the Regional Manager
- Receive service delivery complaints from various sources by telephonic or direct means in order that the complaints be investigated by technical staff.
- Follow up on queries regarding said service delivery complaints from the Public or Department by referring to complaints database and technical staff in order to report on progress of repair measures.
- Manage the diary, arrange meetings and schedule appointments of the Regional Manager.
- Provide administrative support for the Regional Manager's office.
- Attend committee meetings or workshops and Ijima campaign and provide inputs where necessary by actively participating in the meetings or workshops to ensure proper implementation of Council policies and resolutions on customer care.
- Prepares reports on customer care to Management and Council committees by furnishing necessary information when required for the council to take proper policy decision.

ANNUAL BASIC SALARY: R 422 316.00 (post level 08) plus normal company benefits and vehicle allowance

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