

Office of the Municipal Manager

Audit (Administrative) Assistant: Internal Audit

Salary: R94 008 – R101 748 per annum (B2) (Ref. 2010/052)

Requirements:

- Tertiary qualification in Office Administration
- Alternatively 3-5 years' practical experience in office administration or related
- Knowledge of municipal environment and its applicable legislation
- High level of reliability and confidentiality
- Computer literacy (MS Word, Excel, and PowerPoint)
- Excellent verbal and written communication and organisational skills
- Subject to security vetting
- Experience in internal audit environment would be an advantage
- Ability to render secretarial and administrative service to the unit.

The Municipality subscribes to the principles of the Employment Equity Act.

Closing date: 11 November 2011 at 16:00.

To apply, please forward the Sol Plaatje application form (not Z83) accompanied by a covering letter, your CV and applicable certified copies of your ID and certificates to fax: 086 650 0314/086 644 1899 or e-mail: cjanse@solplaatje.org.za for attention: Miss Christine Janse. Applications can also be hand-delivered on the 3rd Floor, New Civic Building, c/o Bultfontein and Lyndhurst Avenues. Please remember to state the reference number and correct job title (vacancy). Applications will not be considered if received after the closing date or if incomplete (without application form and certificates).



Application forms can be obtained from the Sol Plaatje Municipality, Civic Building, www.solplaatje.org.za/work or ask for these per e-mail – cjanse@solplaatje.org.za

Telephonic enquiries: Miss Christine Janse, tel. (053) 830-6705.

Sol Plaatje Municipality