

# O. R. TAMBO DISTRICT MUNICIPALITY

**OFFICE ADDRESS:**  
O.R. Tambo District  
Municipality House  
Nelson Mandela Drive

**POSTAL ADDRESS:**  
Private Bag X 6043  
UMTATA  
5100



O.R. TAMBO  
DISTRICT MUNICIPALITY

**TEL:** (047) 501 6400  
(047) 501 7000

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**O.R Tambo District Municipality covers five Local Municipalities namely: King Sabata Dalindyebo, Mhlontlo, Nyandeni, Port St Johns, and Inquza Hill.**

The OR Tambo District Municipality require the services of suitable qualified persons to fill the following positions:

**1. PRINCIPAL OFFICER (ADMIN SUPPORT TO COUNCIL) : TG – 15**  
**Salary Scale: R 287 181.24 – R 372 784.92 pa (Excluding benefits)**

**Minimum Requirements:**

- Public Administration Diploma/Degree/Equivalent.
- Understanding of Local Government Administrative process, policy formulation and implementation.
- Three (03) to five (05) years experience.
- Code 08 driver's licence.

**Key Performance Areas:**

- Manages specific key performance areas associated with the initiation and coordination of a logistical service for the office of the speaker, in order to ensure that logistical and administrative support is provided effectively and efficiently thus contributing to the effective and sustainable office.
- Monitors and controls outcomes associated with utilization, productivity and performance of personnel within the section, in order to ensure a climate conducive to promote and sustain motivational levels, productivity and performance enabling the Section to meet its service delivery objectives.
- Facilitates public participation.
- Controls specific activities associated with the functionality in order to ensure adequate support is made available to enable accomplishment of service delivery objectives and standards.

**2. MESSENGER DRIVER (OFFICE OF THE SPEAKER): TG - 04**  
**Salary Scale: R 62 952.00 – R 79 797.84 p.a. (Excluding benefits)**

**Minimum Requirements:**

- Appropriate level of primary qualification- ABET level 4.
- Code EB driving licence.
- Six (06) to twelve (12) months experience.

**Key Performance Areas:**

- Performs specific tasks associated with the delivery and collection of items to/from external sources in order to ensure that laid down instructions are complied with and specific deadlines or priorities are attended to.
- Performs specific tasks/activities associated with the provision of general support to the Section in order to ensure that mail/correspondence and memorandums are distributed and/or collected in accordance with laid down instructions.

**3. ADMINISTRATION OFFICER (OFFICE OF THE SPEAKER): TG - 07**

**R 98 790.57 – R 128 223.36 p.a. (Excluding benefits)**

**Minimum Requirements:**

- Degree or National Diploma in Administration or Secretarial qualification.
- Computer literacy- Ms Office Applications.
- Twelve (12) to eighteen (18) months relevant experience.

**Key Performance Areas:**

- Provides secretarial support to various Committee and Sub- Committee sittings in order to ensure that laid down guidelines are applied and all secretarial and support requirements associated with the Committee functions is efficiently undertaken and completed.
- Performs administrative activities associated with preparation of documents and correspondence for circulation in order to ensure that minutes of meetings are accurately compiled, reflective of discussions and verified prior to and laid down administrative procedures associated with record keeping complied with.

**TAKE NOTE:**

Certified copies of qualifications, CV, driver's licence and ID copies must accompany Applications. Failure to submit the documents listed above will result in disqualification.

- **People with disabilities are encouraged to apply and disclose the nature of their disability.**
- Hand delivered applications should be sent to the Registry Office at Magwa House, Nelson Mandela Drive, Mthatha.
- The words **"APPLICATION FOR VACANCY"** should appear on the same side of but separate from the address in the same envelope so as to sensitise the Registry Office to the closing date.
- **In your application letter please indicate the source of media you have seen the post on**
- Faxed applications will not be considered.
- When the applicant has not been notified of the results within three (3) months or (90) days from the closing date, the applicant should regard his/her application as unsuccessful
- The Council reserves the right not to continue with the interviews and appointments if the Council feels no suitable candidate could be found.

- Canvassing of Councillors/ Management is not permitted and proof thereof will result in disqualification

- For any enquiries contact the Human Resources Department on the following Telephone numbers:

047 501 7036/35 or

047 501 7079

Please address your application to the Director Human Resources, O.R. District Municipality Private Bag x 6043, Mthatha, 5099.

**CLOSING DATE FOR APPLICATION IS 27 MAY 2011**

**ACTING MUNICIPAL MANAGER: A.M. NCUBE**