



Ratlou Local Municipality is situated in Setlagole in the North West and invites suitable qualified candidates to apply for the following position:-

**ADMINISTRATION OFFICER**

**(PERFORMANCE MANAGEMENT SYSTEM)**

**LEVEL 05**

**Requirements:**

- Matric or equivalent qualification
- Tertiary qualifications will be an added advantage
- Three (03) years experience in administration.

**Key Performance Areas:**

- Support the coordination and implementation of an effective institutional and community-wide PMS.
- Facilitate the submission of monthly and quarterly performance reports
- Participate in municipal public participation programmes.
- Creating understanding and awareness
- Perform any other relevant duty/task assigned by the superior.

**Salary:** R 138 566.38 per annum

**Benefits for the above post includes:**

- 13<sup>th</sup> Cheque, Medical Aid, Leave, Pension, Housing

For more information please contact the Director Corporate Services at **0183307000** or send a detailed CV, covering letter and certified copies of qualifications to:  
**THE MUNICIPAL MANAGER, P/BAG X 209 MADIBOGO, 2772**

**NO FACSMILE WILL BE ACCEPTED.** Should candidates not be notified of the outcome of their applications within 28 days of the closing date, they should regard their application as having been unsuccessful.

**CLOSING DATE : 22 May 2015**

  
**GLENN LEKOMANYANE**  
**MUNICIPAL MANAGER**