



Update the submission registers by updating required data for statistical purposes. Prepare Plans Jackets for inclusion of new information. Facilitate the administration for plans approvals, sort and batch Building Plans, completion of applications, compile a list of plans and scrutinize for accuracy prior for submission for approval. Process and assess clearance received from relevant personnel, stamp plans and allocate plan numbers, and ensure that all submission fees have been paid. Provide copies of building plans using specific printer and photocopier and collect and receipt the prescribed fees for the services rendered. Enter data of circulation of building plans submitted for approval on the database for the section, entering information plans submitted, details of movement of plans, and information of approved plans. Maintain records of stationery and stock, and paper used for printing plans. Archive plans of completed buildings and maintain an appropriate filing system to support safekeeping of approved and declined plans applicants.

DEPARTMENT OF COMMUNITY SERVICES

POSITION : ASSISTANT ADMIN (TRAFFIC BACK OFFICE)

AREA : LYDENBURG X2, SABIE X1

LEVEL : 08

SALARY : R261 516.96; R273 553.80; R286 116.60; R298 785.96

DURATION : PERMANENT

REQUIREMENTS : Grade 12 Certificate, Computer literacy: MS Office and National Diploma Public Management/Administration or equivalent will be an added advantage. 2-5 Years' administrative experience required.

KEY PERFORMANCE AREAS:

Perform complex administrative functions which require specialized knowledge and operate under limited supervision. Be able to plan tasks on daily basis according to assessment of set schedule and modify plans in line with instructions from supervisors.

The application should be addressed to:

The Municipal Manager, Mr RS Makwakwa, Thaba Chweu Municipality, P.O Box 61, Lydenburg, 1120 or hand deliver applications at the **Civic Centre, corner of Viljoen and Sentraal Street, Lydenburg, 1120 at Records Division**. Faxed or e-mailed applications will not be considered.

Enquiries should be directed to the Human Resource Manager, Mr FP Maisane at 013-235-7300.

Application forms can be obtained from the following address:

Civic Centre, Lydenburg-Corner of Viljoen and Sentraal Street, Mashishing Township-Thusong Centre, Graskop Municipal Offices-Corner Louis Trichardt and Main Street, 8th Avenue Street, Sabie Municipal Offices, Northern Areas-Lerero Library and downloadable at **www.tclm.gov.za**.

N.B: Applications without the prescribed TCLM application form will be inevitably disqualified.

Successful applicants will be subjected to:

- i. Sign an employment contract and, where applicable,
- ii. a performance agreement;
- iii. Disclosure of benefits and interest;
- iv. Undergo screening and vetting.

Thaba Chweu Municipality is committed to the achievement and maintenance of diversity and employment equity especially in terms of race, gender and disability. Applicants from these designated groups are encouraged to apply. Preference will be given to the candidates who have qualifications as required by the position. If you do not hear from us three (3) months after the closing date, kindly accept that your application was unsuccessful.

CLOSING DATE: Friday, 07 February 2025 @12h00.

MR RS MAKWAKWA
MUNICIPAL MANAGER

Notice 18/2024-25