



NKANGALA DISTRICT MUNICIPALITY



PROTOCOL OFFICER (RE-ADVERT), (In the Office of the Executive Mayor), Term of Office: Linked to the term of Office of the Executive Mayor, Remuneration Package: R509 262.00 (Total cost to Company/ All-inclusive package), Post Level: 6/9

Minimum Qualification Requirements: Grade 12, or equivalent NQF Level 4 qualification. Drivers licence. Must be a South African. Minimum of 1 – 2 years' experience in stakeholder coordination and service delivery improvement.

Duties/Responsibilities: To receive, accompany and see off official delegations and guests. • Assist in drawing up programs for official visits. • Assist in organizing conferences and meetings. • Assist in organizing hospitality and other logistic arrangements for visiting delegations and guests. • Assist in planning and organizing receptions, banquets and dinners for Executive Mayor and Council. • Organise and process access for visitors/guests in and around NDM buildings and within the country. • Perform any other tasks assigned

NOTE: Nkangala District Municipality is a designated, equal opportunity, representative employer. It acknowledges its mandate to take affirmative action measures to ensure equitable representation of suitably qualified people from designated groups in all occupational levels and categories and promotes representivity based on race, gender and disability in Local Government through the filling of positions. Candidates whose appointment/transfer/promotion will promote the EE Targets and Goals of the Municipality will therefore receive preference. Persons with disabilities and African, Indian, Coloured and White males are especially encouraged to apply, although this does not suggest that the process of recruitment excludes members from non-designated groups.

NOTE: The successful candidate will undergo security and qualifications vetting and enter into an employment contract / performance agreement with the municipality and **will be subjected to a 6 months' probation period** and disclosure of financial interests, as requested, must be submitted. Correspondence will be limited to short-listed candidates. **Applicants should submit an application letter, detailed CV together with certified copies of qualifications and identity document, as well as the completed, prescribed NDM General Application Form for Employment (available from the Municipal Offices or can be printed from Council's web site "www.nkangaladm.gov.za"), and send it to: The Municipal Manager, Ms M M Skosana, PO Box 437, Middelburg, 1050, Mpumalanga or Hand deliver the application to the Municipal Offices at 2A Walter Sisulu Street, Middelburg, Mpumalanga, Corporate Services Human Resource Office B21, Ground Floor. Nkangala District Municipality reserves the right not to fill any of the positions. No faxed or e-mailed applications will be accepted.**

Enquiries: Ms Hlengiwe Nkosi: 013 249 2082

CLOSING DATE: 02 MAY 2019 at 16H30

