



GREATER TZANEEN MUNICIPALITY VACANCY



The following position is advertised and applicants are invited to apply

COMMUNITY SERVICES DEPARTMENT

2 X SENIOR CLERK (Licensing)

(Job Id Number: 6/2/1/018) (6/2/1/030)

Salary: R309 162.48 per annum (Job level 8)

Job Purpose: To deliver clerical assistance to the public.

Key Performance Areas: The Senior Clerk must ensure that the daily work is done to satisfaction and to achieve the objectives of Council ♦ Administer registration and de-registration of vehicles, issuing of vehicle, commercial and dog licenses as well as temporary and special permits to ensure the issuing of relevant documents ♦ Performs cashier activities to ensure the receipting of all cash received ♦ Balances totals for cash and other takings received with records to ensure the balancing of all takings received ♦ Administers issuing of learner's, driver's licenses and PRDP's, conversion or renewal of driver's licences and PRDP's. ♦ Perform any other related duties as instructed by supervisor.

Requirements: ♦ Grade 12 ♦ Course on Natis System ♦ Communication Skills ♦ Computer Literacy ♦ Bilingual ♦ 1-2 years relevant experience

Applications on the prescribed compulsory application form and indemnity form (www.greatertzaneen.gov.za), a comprehensive CV, copies of certified certificates and ID copy should be addressed to: Municipal Manager, Greater Tzaneen Municipality, P.O. Box 24, TZANEEN, 0850

Fraudulent qualifications or documents will immediately disqualify any application. A candidate who canvasses any councillor and/or senior official for preference will be disqualified immediately from the selection process or from any appointment. Short-listed applicants will be screened for criminal records and /or any pending criminal cases and their qualifications will be verified. Applicants who are not invited for an interview should regard their applications as unsuccessful. Council at all times reserves the right not to appoint.

Closing Date: 11 May 2018 at 15:00 Enquiries: Mrs H Maake (015) 307 8284/2/8006

Greater Tzaneen Municipality is an equal opportunity employer and as such will observe the requirements of the Employment Equity Act and its EE Plan.

MR BS MATLALA – MUNICIPAL MANAGER