



GREATER TZANEEN MUNICIPALITY VACANCY



The following position is advertised, and applicants are invited to apply

BUDGET AND TREASURY DEPARTMENT

3X DATA CAPTURING CLERK

Remuneration: R204 596. 64 all-inclusive 12 months fixed term contract non-renewable

Job Purpose: To check and maintain the completeness of payments.

Key Performance Areas: The Data Capturing Clerk must ensure that the daily work is done to satisfaction and to achieve the objectives of the Council ♦ Assist with checking and maintaining the completeness of all journals. ♦ Assist with maintaining filing system for payments files ♦ Assist with maintaining remittance movement tracking Register ♦ Assist with sorting and filing of timesheets.

Requirements: ♦ Grade 12, Certificate in Financial Management or relevant qualification, and one (01) year of relevant experience.

Applications on the compulsory prescribed application form and indemnity form (www.greatertzaneen.gov.za), a comprehensive CV, and 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.

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: 15 June 2023 at 15:00 Enquiries: Mrs. H Maake (015) 307 8284/ 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 D MHANGWANA – MUNICIPAL MANAGER