



## Greater Tzaneen Municipality



### VACANCY

Applications are invited from suitable qualified persons to fill the following position in the Community Services Department:

#### **2 X CLERK (Job level 8)**

The purpose of the job of a Clerk is to deliver clerical assistance to the public by knowing the regulations on licensing and the registration of motor vehicle licenses.

The Clerk must ensure that the daily work is done to satisfaction and to achieve the necessary objectives of Council in a safe working environment.

- He/she will be responsible for:-
  - Administering registration and de-registration of vehicles, issuing of vehicle, commercial vehicle and dog licenses as well as temporary and special permits to ensure the issuing of the relevant documents;
  - Performing cashier activities to ensure the receipting of all cash; and
  - Balancing totals for cash and other takings received with records to ensure the balancing of all takings received.

As a minimum requirement at least a Grade 12 with good communication and computer skills is set. Course in NATIS system will be an added advantage.

**A salary of R103 051.95- R107 371.90- R111 913.47- R116 894.75 pa will be payable.**

Applications on the prescribed application form ([www.tzaneen.gov.za](http://www.tzaneen.gov.za)), a comprehensive CV and copies of certified certificates 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 councilor 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.

Further information can be obtained by phoning Mr MPS Visser on tel no. 015- 307 8384/2/1

Greater Tzaneen Municipality is an Employment Equity Employer.

**Closing date: 17 February 2010 at 12:00**

**MABAKANE MANGENA  
MUNICIPAL MANAGER**