



Greater Tzaneen Municipality



VACANCY

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

1 X SNR CLERK (Job level 7)

The purpose of the job of a Snr Clerk is to render an administration service to the Division by handling of the bank and reconciliation of cashiers, authorization of certain transactions and the handling of major queries to ensure a good service without any complaints.

The Snr 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:-
 - Monitoring and supervising activities of staff to ensure that work is performed according to normal operating activities or ad-hoc instructions received from supervisor and report on activities performed;
 - Monitoring and supervising utilization, application and maintenance of equipment and material to ensure that the equipment and material remains in a good working condition;
 - Performing administrative and human resources related activities to ensure the executing of administration functions and see to the well being of the staff;
 - Administering registration and de-registration of vehicles, issuing of vehicle, commercial and dog licenses as well as temporary and special permits to ensure the proper function thereof; and
 - Preparing bank deposits to see to the banking of the previous day's takings.

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

A salary of R122 161.05- R128 186.69- R134 700.31- R141 541.93 pa will be payable.

Applications on the prescribed application form (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: 19 March 2010 at 12:00

**MABAKANE MANGENA
MUNICIPAL MANAGER**