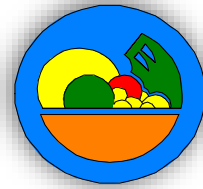




GREATER TZANEEN Municipality VACANCY



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

FINANCE SERVICES DEPARTMENT

1X CLERK (SALARIES)
(Job Id No 3/2/2/011)

Salary: R352 306,08 per annum (Job level 8)

The job purpose is to render payment of salaries to employees.

Key performance areas: The Clerk must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ▲ Administer salary payments ▲ Administer salary related functions ▲ Perform general administration functions.

Requirements: ♦ Grade 12, Certificate in Financial Management or relevant qualification ♦ Computer literacy ♦ Good Communication skills ♦ Attention to detail ♦ Good inter personal skills ♦ Financial background and understanding ♦ Bilingualism ♦ 1 Year 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 23 August 2019 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 BS MATLALA – MUNICIPAL MANAGER