



GREATER TZANEEN MUNICIPALITY VACANCY



The following position is advertised and applicants are invited to apply

CORPORATE DEPARTMENT

1X CLERK (HR)

(Job Id Number 4/1/0/002)

Salary: R223 298.52 per annum (Job level 10)

Job Purpose: To provide administrative, advisory and clerical support functions to the human resources division in order to facilitate effective functioning within the office.

Key Performance Areas: The Clerk must ensure that the daily work is done to satisfaction and to achieve the objectives of Council ♦ Performs general office administration to ensure an effective and efficient administrative service ♦ Performs typing services to ensure the completion of documents needed to be typed ♦ Responsible for the arranging of Division meetings for the Human Resources Manager to ensure the effective and efficient running of the division ♦ Placement of advertisements ♦ Consolidating HR Reports, monthly reports, Quarterly reports, Annual report and Back 2 Basic report

Requirements: ♦ Grade 12 plus a Diploma in Administration or equivalent ♦ Computer literacy, ability to organise, work with deadlines, good people relations and communication skills ♦ 1 year 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: 31 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