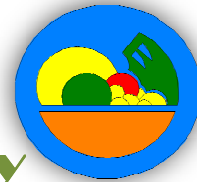




# GREATER TZANEEN Municipality

VACANCY



Applications are herewith invited from suitably qualified persons for appointment in the following vacancy:

## COMMUNITY SERVICES DEPARTMENT

**Information Officer (Licensing)**  
**(Job Id Nr. 6/2/1/020)**

**Salary: R114 093.18 per annum (Job level 15)**

The purpose of the job of an Information Officer is to render an information service and provide assistance to the public with relevant information as needed and the filling in of forms.

**Key performance areas:** The Information Officer must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ▲ Cleaning offices to ensure neat and clean working environment ▲ Maintaining equipment and tools used to ensure that the equipment and tools remains in a good working condition ▲ Assisting public to complete various application forms to ensure the accurate capturing of the relevant information.

**Requirements:** • Grade 12 • Valid Driver's license • Good communication skills.

***Applications on the compulsory prescribed 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***

Please note that ♦ No late applications will be considered ♦ No faxes and e-mails will be accepted ♦ Fraudulent qualifications or documents will immediately disqualify any application ♦ Canvassing with Councillors or any other decision-maker is not permitted and proof thereof will result in disqualification ♦ Applicants who are not invited for an interview, please accept that your application has been unsuccessful ♦ Short-listed applicants will be screened for criminal records and /or any pending criminal cases and their qualifications will be verified. Council at all times reserves the right not to appoint.

**Closing date: 21 October 2016 at 12:00**

**Further information can be obtained by phoning Mrs H Maake on tel no. 015- 307 8384/8006.**

Greater Tzaneen Municipality is an equal opportunity employer and as such will observe the requirements of the Employment Equity Act and its EE Plan.

**SR MONAKEDI – MUNICIPAL MANAGER**