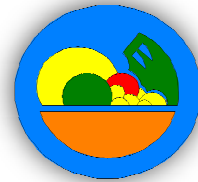




GREATER TZANEEN Municipality



VACANCY

Applications are invited from suitable qualified persons to fill the following position in the

Community Services Department

**1 X INFORMATION OFFICER (Licensing)
(Job Id Number 6/2/1/020)**

Salary: R107 635.08 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 necessary objectives of Council in a safe working environment. He/she will be responsible for: *Cleaning offices to ensure neat and clean working environment; Maintains equipment and tools used to ensure that the equipment and tools remains in a good working condition; and Assists public to complete various application forms to ensure the accurate capturing of the relevant information.*

Requirements: As a minimum requirement at least a Grade 7. The applicant must possess functional literacy. The person must have a driver's license.

Applications on the compulsory prescribed¹ 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: 11 December 2015 at 12:00

PLEASE MARK CLEARLY WHICH POSITION YOU ARE APPLYING FOR

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

Greater Tzaneen Municipality is an Employment Equity Employer.

SR MONAKEDI – MUNICIPAL MANAGER