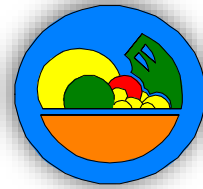




GREATER TZANEEN Municipality VACANCY



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

COMMUNITY SERVICES DEPARTMENT

1 X SENIOR CLERK
(Job Id Number 6/2/1/011)

Salary: R 387 426. 62 per annum (Job level 8)

The job purpose of Senior Clerk is to perform clerical assistance to the public on licensing and the registration of motor vehicle licenses.

Key performance areas: The Senior 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 helpdesk functions ▲ Provide assistance on administration of registration and de-registration of vehicles, issuing of vehicle, commercial and dog licenses as well as temporary and special permit ▲ Perform cashier activities. ♦ Balance totals for cash and other takings received with records ♦ Administer issuing of learner's, driver's license and PrDP's.

Requirements: Grade 12, Certificate in Office Administration or relevant qualification and one (01) year relevant experience. E-NATIS Certificate will be an added advantage.

Applications should be submitted on the prescribed compulsory 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 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: 11 March 2022 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.

H.A NKUNA – ACTING MUNICIPAL MANAGER