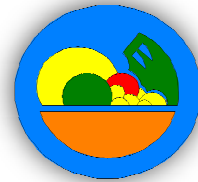




GREATER TZANEEN Municipality VACANCY



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

PLANNING AND ECONOMIC DEVELOPMENT SERVICES

1 X WORD PROCESSING OPERATOR (LED)

(Job Id Number: 2/1/0/009)

Salary: R207 990.44 per annum (Job level 10)

The job purpose is to type all documents and perform secretarial functions for the Division to ensure that all documents are correctly typed and stored for easy reference, to assist co-workers in doing their tasks and some administrative related tasks as per instruction.

Key performance areas: The Word Processing Operator must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ▲ *Performing general office administration to ensure an effective and efficient administrative service* ▲ *performing typing services to ensure the completion of documents needed to be typed* ▲ *Organising of functions and meetings to ensure the effective and efficient accommodation of guests and improve Council's image* ▲ *Functional administrative tasks to ensure the effective and efficient control over the following: Stock control of stationery, Stock control of cutlery, Co-ordinating items for Executive Committee Meetings.*

Requirements: Grade 12, NQF 4; Computer literacy in (MS Word, MS Excel, MS PowerPoint, MS Outlook); Communication skills; Ability to organise; Good people relations; One (01) year secretarial experience.

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

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: 11 November 2016 at 12:00

Enquiries: Mrs H Maake (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