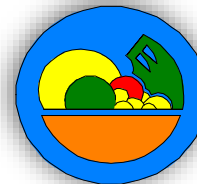




GREATER TZANEEN MUNICIPALITY VACANCY



The following position is advertised, and applicants are invited to apply

OFFICE OF THE MUNICIPAL MANAGERS' DEPARTMENT

**1x DATA CAPTURING CLERK
(OFFICE OF THE MAYOR)**

Remuneration: R189 031.08 all-inclusive 12 months fixed term contract non renewable

Job Purpose: To perform general office administration.

Key Performance Areas: The Data Capturing Clerk must ensure that the daily work is done to satisfaction and to achieve the objectives of Council ♦ Perform reception activities ♦ Administer internal and external correspondence ♦ Perform meeting administration.

Requirements: ♦ Grade 12, Computer skills and one (01) year relevant experience.

Applications on the compulsory prescribed 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: 22 September 2025 at 15:00 Enquiries: Ms. ON Napo (015) 307 8260/ 8245

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 D MHANGWANA – MUNICIPAL MANAGER