



# GREATER TZANEEN MUNICIPALITY VACANCY



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

## CORPORATE SERVICES DEPARTMENT

**1x DATA CAPTURING CLERK  
(Public Participation)**

**Remuneration: R189 031.08 all-inclusive Twelve (12) months fixed term contract non renewable**

**Job Purpose:** Provide administrative support services

**Key Performance Areas:** ♦ Provide Administrative support including filing and documents management. ♦ Verify data accuracy, consolidate received reports with expected submissions and alert Supervisors or Managers about missing or non-compliant reports. ♦ Communicate with stakeholders to ensure data collection processes are aligned with division objectives.

**Requirements:** ♦ Grade 12, Certificate in Public Administration or relevant qualification and 6- 12 months experience.

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***Applications on the compulsory prescribed application form and indemnity form ([www.greatertzaneen.gov.za](http://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: 21 May 2026 at 15:00 Enquiries: Mr. TE Selowa (015) 307 8059/8058**

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 F MTHETWA– ACTING MUNICIPAL MANAGER**