



GREATER TZANEEN Municipality VACANCY



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

CORPORATE SERVICES DEPARTMENT

1 X DATA CAPTURING CLERK
(Job Id Number 4/2/3/005)

Salary: R 225 348.72 per annum (Job level 13)

The job purpose of the Data capture clerk is to perform general office and records activities.

Key performance areas: The Data capturing clerk must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ▲ To generate copies ▲ Perform general office administration activities ▲ Scan and index all documentation received ▲ perform filing activities.

Requirements: ● Grade 12, certificate in office Administration or relevant qualification ● Basic computer literacy ● one (01) year of 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: 14 March 2025 at 15:00 Enquiries: Mr. TE Selowa (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.

MR D MHANGWANA – MUNICIPAL MANAGER