



GREATER TZANEEN MUNICIPALITY

VACANCY



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

ENGINEERING SERVICES DEPARTMENT

2X DATA CAPTURING CLERK (PMU)

Remuneration: R 215 644. 80 per annum (Jobe Level 13)

Job Purpose: To capture data, provide clerical support regarding all administration related tasks and procedures associated with Expanded Public Works Programme.

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 Capturing activities. ♦ Compile EMWP projects reports ♦ Administer Municipal Infrastructure Grant functions ♦ Render general administration support services.

Requirements: ♦ Grade 12, Certificate in Public Management/ Office Administration, or relevant qualification, Knowledge of EPWP Reporting System and 6- 12 months 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: 13 October 2023 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.

MR D MHANGWANA – MUNICIPAL MANAGER