



GREATER TZANEEN MUNICIPALITY VACANCY



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

CORPORATE SERVICES DEPARTMENT

2x DATA CAPTURING CLERK

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

Job Purpose: Organise and maintain files.

Key Performance Areas: ♦ Organize and maintain files. ♦ Update files with relevant information throughout the process. ♦ Manage both electronic and hard copy filing systems for records. ♦ Provide administrative support to the IPMS Unit.

Requirements: ♦ Certificate in Human Resources Management or relevant qualification and 6- 12 months 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 March 2026 at 15:00 Enquiries: Mr. TE Selowa (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