



GREATER TZANEEN MUNICIPALITY VACANCY



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

CORPORATE SERVICES DEPARTMENT

**2x 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 to the division

Key Performance Areas: ◆ Provide Administrative support including filling and documents management. ◆ Develop and maintain project databases and data management tools for public participation and project support division. ◆ 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: ◆ Diploma in Public Administration 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: 20 November 2025 at 15:00 Enquiries: Ms. Napo ON (015) 307 8159/ 8245/ 8311

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