



# GREATER TZANEEN MUNICIPALITY VACANCY



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

## CORPORATE SERVICES DEPARTMENT

### 5x DATA CAPTURING CLERK

**Remuneration: R180 012. 48 all-inclusive 12 months fixed term contract non renewable**

**Job Purpose:** Is to assist with rendering recruitment and selection 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 ♦ Capturing of employment application forms ♦ Empty the application box on closing date ♦ Sort applications and perform compliance checklist. Compiling the interview documents.

**Requirements:** ♦ Grade 12, Certificate in Computer Literacy and experience in Human Resources or Data Capturing will be added as an advantage.

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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: 29 April 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**