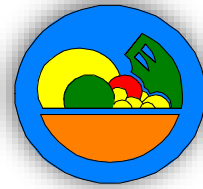




# GREATER TZANEEN Municipality VACANCY



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

## ELECTRICAL ENGINEERING DEPARTMENT

**1 X ADMINISTRATIVE CLERK  
(ELECTRICAL CONTROL PUBLIC LIGHTING)  
(Job Id Number 7/1/2/005)**

**Salary: R 477 109. 80 per annum (Job level 08)**

The job purpose of Administrative Clerk is to render administrative support services.

**Key performance areas:** The Administrative Clerk must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ▲ Render administrative support within the Electrical Engineering Department ▲ Perform administration duties to ensure the smooth running of the office ▲ Perform typing duties to ensure that reports, memos, etc are typed and circulated timeously to relevant recipients. ▲ Perform reception duties to ensure effective and efficient service delivery ▲ Perform general office administration to ensure the effective and efficient administrative support service.

**Requirements:** Grade 12, Certificate in Administration, or relevant qualification; One (1) year relevant experience and good communication skills.

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***Applications should be submitted on the prescribed compulsory 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 and their qualifications will be verified.

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: 27 March 2026 at 15:00**

**Enquiries: Mr. Selowa TE (015) 307 8058/8059.**

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**