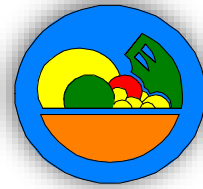




GREATER TZANEEN Municipality



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

CORPORATE SERVICES DEPARTMENT

1 X Administrative Clerk
(Communications & Marketing)
(Job Id Number 4/3/2/002)

Salary: R 477,109.80 per annum (Job level 8)

The job purpose of Administrative Clerk is to render administration and marketing 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 to: ▲ handle office procurement processes and process invoices for stationery, branding and marking materials, furniture, and office equipment ▲ Render Administrative services ▲ prepare, compile, maintain and file office documentation, including reports, travel arrangements, attendance registers, leave applications, event programs and registrations ▲ Monitor and track website and social media activity, compiling regular statistics and performance reports.

Requirements: Grade 12, Certificate in administration, marketing, or relevant qualification (01) year relevant experience.

Applications should be submitted on the prescribed compulsory 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 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: TE Selowa (015) 307 8058/8159.

Greater Tzaneen Municipality is an equal opportunity employer and as such will observe the requirements of the Employment Equity Act and its EE Plan.

D. MHANGWANA – MUNICIPAL MANAGER