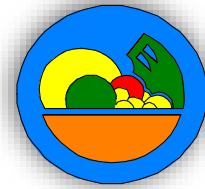




GREATER TZANEEN Municipality VACANCY



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

OFFICE OF THE MUNICIPAL MANAGERS DEPARTMENT

1 X CLERK (RISK AND COMPLIANCE MANAGEMENT)
(Job Id Number 1/4/0/003)

Salary: R 387 426. 62 per annum (Job level 8)

The job purpose of Risk and Compliance Management Clerk is to render clerical and administration support to Risk and Compliance Management Division.

Key performance areas: The Clerk must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ▲ Prepare and distribute notices of meetings to internal and external stakeholders ▲ Prepare Risk Management reports and projects as directed by management ▲ Maintains files and records of office correspondence ▲ Administer risk management activities

Requirements: Grade 12, Certificate in Risk Management, or relevant qualification; One (1) year relevant experience; attention to details and good communication skills. Municipal Finance Management Programme (MFMP) certificate will be an added advantage

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: 2 June 2022 at 15:00

Enquiries: Mrs H Maake (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