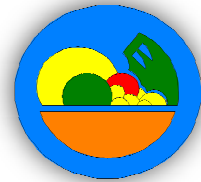




GREATER TZANEEN Municipality



VACANCY

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

CORPORATE SERVICES DEPARTMENT

CLERICAL ASSISTANT
(Job Id Nr. 4/2/3/004)

Salary: R177 909.42 per annum (Job level 11)

The job purpose of a Clerical Assistant is to render an administrative assistance service.

Key performance areas: The Clerical Assistant must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ▲ Administering filing and locating of incoming, internal and external mail to ensure the effective record keeping of all mail distribution ▲ Administering a record-keeping system to ensure the safe and neat keeping of all records ▲ Relief the Switchboard Operator from time to time where there is a need.

Requirements: ● Grade 12 with the National Archives and Records Management Certificate will serve as an added advantage ● Two (2) year experience.

Applications on the compulsory prescribed application 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: 5 August 2016 at 12:00

Further information can be obtained by phoning Mrs H Maake on tel no. 015- 307 8384/8006.

Greater Tzaneen Municipality is an Employment Equity Employer.

SR MONAKEDI – MUNICIPAL MANAGER