



GREATER TZANEEN Municipality VACANCY



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

MUNICIPAL MANAGER DEPARTMENT

1X CLERK (MUNICIPAL MANAGER)
(Job Id No 1/0/0/004)

Salary: R352 306,08 per annum (Job level 8)

The job purpose is to render administration duties to the Municipal Manager.

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: ▲ Perform reception activities ▲ Performs general office administration ▲ Perform typing services ▲ Administer internal and external correspondence ▲ Perform meeting administration ▲ Perform secretarial functions ▲ Coordinate utilisation of application, maintenance of machinery, equipment, tools and materials.

Requirements: ♦ Grade 12, Certificate in Office administration or relevant qualification ♦ Attention to detail ♦ Computer literacy ♦ Good self-esteem ♦ Communication skills ♦ 1 Year relevant experience.

Applications on the compulsory prescribed 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.

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 23 August 2019 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 BS MATLALA – MUNICIPAL MANAGER