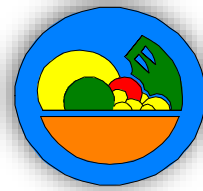




GREATER TZANEEN Municipality VACANCY



Internal advertisement

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

CORPORATE SERVICES DEPARTMENT

1 X DATA CAPTURING CLERK
(Job Id Number 4/2/3/005)

Salary: R 251 597,04 per annum (Job level 13)

The job purpose of Data Capturing Clerk is to perform general.

Key performance areas: The Data Capturing Clerk must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ▲ Generate copies ▲ Perform general office administration activities ▲ Scan and index all documentation received ▲ Perform filing activities.

Requirements: Grade 12, Certificate in Administration, or relevant qualification, Basic Computer Literacy; One (1) 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: 17 July 2026 at 15:00

Enquiries: Mr TE Selowa (015) 307 8159/8058.

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 F MTHETWA – ACTING MUNICIPAL MANAGER