



GREATER TZANEEN MUNICIPALITY VACANCY



The following position is advertised and applicants are invited to apply

CORPORATE SERVICES DEPARTMENT

1X DATA CAPTURING CLERK (RECORDS)

(Job Id Number 4/2/3/006)

Salary: R155 639.64 per annum (Job level 13)

Job Purpose: To copy documents to perform Council's activities, general routine office and records activities.

Key Performance Areas: The Data Capturing Clerk must ensure that the daily work is done to satisfaction and to achieve the objectives of Council ♦ Copies documents and ensure that copies are done effectively ♦ Performs general office administration activities to ensure an effective administrative support service ♦ Scans and indexes all documentation received to ensure proper identification of all documents ♦ To ensure that filing and updates of government and provincial gazettes as well as Council resolutions are performed ♦ To perform relief activities between 13h00 to 14h00 for switchboard when necessary ♦ Perform any other related duties as instructed by supervisor.

Requirements: ♦ Grade 12 ♦ Basic Computer Literacy ♦ 2 years relevant experience

Applications on the prescribed compulsory application form and indemnity form (www.greatertzaneen.gov.za), a comprehensive CV, 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: 11 May 2018 at 15:00 Enquiries: Mrs H Maake (015) 307 8284/2/8006

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