



GREATER TZANEEN MUNICIPALITY VACANCY



The following position is advertised and applicants are invited to apply

CORPORATE SERVICES DEPARTMENT

1 X DRIVER/ MESSANGER (Admin and Council Support

(Job Id Number 4/2/3/009)

Salary: R143 924.52 per annum (Job level 15)

Job Purpose: To render effective and efficient driver/ Messenger services

Key Performance Areas: The Driver/ Messenger 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 ♦ Perform collection and delivery functions Operate Motor Vehicle ♦ Perform driver activities using a vehicle to collect and deliver mail and people Render administration functions ♦ perform any other related duties as instructed by supervisor

Requirements: ♦ Grade 12 ♦ B Drivers Licences with PRDP .Knowledge of operating fax, photocopier and filing system Basic computer literacy ♦ 6- 12 Months 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: 31 January 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 MS LELOPE – Act MUNICIPAL MANAGER