



# GREATER TZANEEN Municipality VACANCY



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

## COMMUNITY SERVICES DEPARTMENT

**1 X INFORMATION OFFICER**  
(Job Id Number 6/2/1/021)

**Salary: R 189 196. 32 per annum (Job level 15)**

The job purpose of Information Officer is to render an information service and provide assistance to the public with relevant information as needed and the filing of forms.

**Key performance areas:** The Information Officer must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ▲ Attend to specific enquiries / queries with respect to traffic and fines ▲ Provide assistance to the public to complete various applications forms ♦ Provide assistance with specific procedural applications associated with the attending to counter duty.

**Requirements:** Grade 12, 6-12 months relevant experience and good communication skills.

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**Applications should be submitted on the prescribed compulsory application form and indemnity form ([www.greatertzaneen.gov.za](http://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 February 2023 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 D MHANGWANA – MUNICIPAL MANAGER**