



GREATER TZANEEN Municipality VACANCY



Internal Advertisement

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

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT

1 X ADMINISTRATIVE CLERK
(Job Id Number 2/3/1/003)

Salary: R 328 160. 76 per annum (Job level 10)

The job purpose of Administrative Clerk is to render helpdesk and typing services for the division. **Key performance areas:** The Administrative 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 helpdesk services ▲ Perform general office administration. ▲ Perform typing service. ▲ Provide assistance on meetings logistics.

Requirements: Grade 12, Certificate in Office Administration, or relevant qualification. One (01) year relevant experience.

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT

1 X ADMINISTRATIVE CLERK
(PROPERTY VALUATION)
(Job Id Number 2/3/3/002)

Salary: R 454 347.00 per annum (Job level 8)

The job purpose of Administrative Clerk is to provide support in administering, maintaining and updating of prosperities and related database and the transfer of properties relating to the Valuation Roll. **Key performance areas:** The Administrative Clerk must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ▲ Administer transfer of property ▲ Maintain and update all properties and related database ▲ Administer changes to stand information as per occupation certificates to update valuation roll and ensure correct income.

Requirements: Grade 12, Certificate in Financial Management, or relevant qualification. One (01) 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: 11 April 2025 at 15:00 Enquiries: Mr. TE Selowa (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