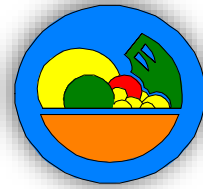




# GREATER TZANEEN Municipality Re-advertisement



The following positions are being re-advertised and applicants are invited to apply. Those who applied before should not re-apply.

## Community Services Department

**1X INFORMATION OFFICER (LICENSING)  
(Job Id Number 6/2/1/032)**

**Salary: R164 009.16 per annum (Job level 15)**

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

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

**Requirements:** Grade 12; 6-12 months relevant experience. The applicant must possess good communication skills; Computer literate; Bilingualism.

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***Applications on the compulsory prescribed 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.

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 29 June 2020 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 BS MATLALA – MUNICIPAL MANAGER**