



GREATER TZANEEN Municipality VACANCY



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

DEPARTMENT-BUDGET AND TREASURY

1 X PRINCIPAL CLERK (REVENUE)
(Job Id Number 3/4/4/001)

Salary: R 460 192.92 per annum (Job level 7)

The job purpose of Principal Clerk is to administer valuation roll of properties, land and council property information.

Key performance areas: The Principal Clerk must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ▲ Facilitate the maintaining and updating of all properties on valuation roll and related database. ▲ Administer transfer of property. ◆ Administer the changes to stand information as per occupation certificates ◆ Coordinate Valuation Roll ◆ Supervise activities of staff.

Requirements: National Diploma in Property Valuation or Financial Management or relevant qualification, MFMP Certificate will be an added advantage, driver's license; Two (02) years 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 the times reserves the right not to appoint.

Closing day: 09 September 2022 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