



GREATER TZANEEN Municipality Vacancy



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

CORPORATE SERVICES DEPARTMENT

1X SENIOR ADMIN CLERK
(Job Id Number: 4/2/3/002)

Salary: R 406 410. 48 per annum (Job level 08)

The job purpose of a Senior Admin Clerk is to perform record-keeping for the Municipality.

Key performance areas: The Senior Admin Clerk must ensure that the daily work is done to satisfaction and to achieve the objectives of the Council. He/she will be responsible for ▲ *Administer incoming, internal and external mail* ▲ *Administer a diary record-keeping system.* ▲ *File and update government and provincial gazettes* ▲ *Provide assistance on switchboard activities*

Requirements: Grade 12, Certificate in Certificate Administration 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: 12 May 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