



GREATER TZANEEN MUNICIPALITY

VACANCY



The following position is advertised and applicants are invited to apply

ENGINEERING SERVICES DEPARTMENT

SENIOR CLERK (Maintenance)

(Job Id Number: 5/4/1/006)

Salary: R350 075.52 per annum (Job level 7)

Job Purpose: To provide assistance with the rendering of an administrative support service to the Maintenance Division with specific reference to the Building Control Section.

Key Performance Areas: The Snr Clerk must ensure that the daily work is done to satisfaction and to achieve the objectives of Council ♦ Perform supportive administrative activities to ensure that a good quality housing is provided and all maintenance work is done to satisfaction for Council ♦ Perform administrative and building activities to ensure effective and optimal utilization of resources ♦ Perform building activities to ensure effective and efficient control ♦ Informal and formal reporting and production of documents ♦ Perform any other related duties as instructed by Supervisor.

Requirements: ♦ Grade 12 with TVET qualification in Building ♦ Project Management (added advantage) ♦ Knowledge of the Legislation on Systems Act ♦ Code B Driver's License ♦ 1-2 years applicable experience.

Applications on the prescribed compulsory application form and indemnity form (www.greatertzaneen.gov.za), a comprehensive CV, 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: 31 January 2018 at 15:00

Enquiries: Mrs H Maake (015) 307 8284/2/8006

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 MS LELOPE – Act MUNICIPAL MANAGER