



Seda Free State in partnership with Mantsopa Municipality seeks to appoint qualified candidate for the following vacant position:

Job Profile	
JOB TITLE	Information Officer
JOB SALARY	R6 500 per month. This job is a contract for 12 months
REPORTING TO	Branch Manager - Mangaung
MAIN PURPOSE OF THE JOB	To implement and maintain information at Satellite Office that is aligned to the overall office information management system. The role will also provide information, referrals and advise to all walk-in customers in terms of small enterprise development
NO. OF INCUMBENTS	1
LOCATION	Mantsopa Local Municipality Office - Ladybrand
REQUIRED MINIMUM EDUCATION	Grade 12, Post Matric Certificate or Diploma in Customer Service/ Information Management
REQUIRED MINIMUM EXPERIENCE	At least 2 - 4 years' experience in a customer service/ information management environment
KEY PERFORMANCE AREA	<ul style="list-style-type: none"> ❖ Implementation of the office management system ❖ Dissemination of information to internal and external stakeholders ❖ Coordination of Satellite Office activities ❖ Maintenance and updating of information sources ❖ Provision of information, advice and referrals
REQUIRED COMPETENCIES	Excellent understanding of small enterprise development sector. Understanding of Seda standard operating procedures of products and services
ADDITIONAL COMPETENCIES	Communication written and verbal, Good interpersonal skills, Multitasking, Planning and Organising, Team Player, Networking and Presentation Skills
CLOSING DATE	To apply, please send your CV to recruitmentfs@seda.org.za /alternatively hand deliver to - Mr Ramothapi Chalale - LED Manager, Manyatseng office, Mantsopa Local Municipality (ramothapi@yahoo.com). Please specify the position and satellite Office you are applying for in the subject line. Closing Date: 22 August 2014

The appointment of candidates is subject to the verification of all their credentials (employment history, educational, financial, criminal and any other checks as may be necessary). Please note that only shortlisted candidates will be contacted, and if you have not heard from us within three months of submitting your application, please consider it unsuccessful.