

# MANTSOPA LOCAL MUNICIPALITY



## EXTERNAL LOCAL MEDIA/NOTICE BOARD VACANCIES

MANTSOPA LOCAL MUNICIPALITY SUBSCRIBES TO THE PRINCIPLES OF THE EMPLOYMENT EQUITY ACT AND NEED TO APPOINT SUITABLE QUALIFIED AND EXPERIENCED PEOPLE IN THE UNDERMENTIONED POSITIONS. PEOPLE WITH THE SKILL AND EXPERTISE TO DISCHARGE THE DUTIES OF THE UNDERMENTIONED POSITIONS ARE INVITED TO APPLY AND THOSE PEOPLE WITH DISABILITY ARE ENCOURAGED TO APPLY.

DEPARTMENT OF FINANCE

DATA CAPTURER X5

3 MONTHS CASUAL CONTRACT

Salary: R3000.00 per month

Benefit: UIF

### Requirements:

- Grade 12
- Computer literacy- MS Word, MS Excel, PowerPoint, Outlook etc
- Basic knowledge of municipal systems, regulations and practices
- Very good human relations and independent
- Proficiency in two (2) of the three (3) official languages of the Free State

### Key Performance Area

- Capturing of data and generating reports
- Asset verification

Candidates must be willing to be subjected to an interview, practical and / or written assessment. They must also be aware that previous employers and references may be contacted and qualifications, credit and criminal records be verified.

Applications to be forwarded as follows: Written application with CVs and covering letter (including three contactable references) and certified copies of the educational qualifications should be addressed to or hand delivered to

Municipal Manager  
Mantsopa Local Municipality  
P.O. Box 64  
LADYBRAND  
9745

Please note that no faxes or e-mails will be accepted.

Enquires can be directed to the Director Corporate Services, Adv. NM Litabe on telephone: (051) 924 0654 / 5

**FRAUDULENT QUALIFICATION, DOCUMENTATION FROM APPLICANTS  
WILL IMMEDIATELY BE DISQUALIFIED. A CANDIDATE / APPLICANT  
WHO CANVASSES ANY COUNCILOR FOR PREFERENCE WILL ALSO BE  
DISQUALIFIED FROM SELECTION PROCESS OR FROM APPOINTMENT.**

Closing date: 18 April 2019

  
TP MASEJANE  
MUNICIPAL MANAGER