

# MANTSOPA LOCAL MUNICIPALITY



## **LOCAL MEDIA/NOTICE BOARD VACANCIES** **INTERNAL/EXTERNAL**

**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: COMMUNITY SERVICES**

### **CEMETERY OFFICER**

Salary: **R202 188.78** per annum (Post Level 5/4)

**Benefits of the position**

Pension / Provident Fund

Medical Aid

13<sup>th</sup> Cheque

Annual Leave

UIF

**Requirements of the Job:**

- Grade 12 and post matric NQF5 qualification.
- 3 years' experience in office administration
- Proficiency in at least two official languages around Mantsopa Local Municipality area.
- Acceptable state of health in such a manner that the inherent duties/ functions linked to the position can be performed.
- Valid Driver's license and relevant experience will be an added advantage

T.P.

**Key Performance Areas**

- Maintains the filing system to ensure accuracy.
- Record all applications to comply with the legal requirements.
- Implement the burial policy and related prescripts.
- Report and refer issues concerning cemeteries to the Manager: Parks & Cemeteries.

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 Corporate Services, HR Division 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. THE MUNICIPALITY RESERVES THE RIGHT TO APPOINT AND NOT TO APPOINT**

**Closing date: 23 August 2019**

 07/08/2019  
**TP MASEJANE  
MUNICIPAL MANAGER**