

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 POSITION. PEOPLE WITH THE SKILL AND EXPERTISE TO DISCHARGE THE DUTIES OF THE UNDERMENTIONED POSITIONS ARE INVITED TO APPLY. PEOPLE WITH DISABILITY ARE ENCOURAGED TO APPLY.

DEPARTMENT: CORPORATE SERVICES

REGISTRY CLERK

Salary: **R154 745.36** per annum (Post Level 7/4)

Benefits of the position

Pension / Provident Fund

Medical Aid

13th Cheque

Annual Leave

UIF

Requirements of the Job:

- Grade 12 and post matric NQF5 qualification.
- 1 year 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 incoming mail and distribute to relevant department.
- Safe keeping and maintenance of all archives
- Disposal of closed archive documentation

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 original certified copies of the educational qualifications should be addressed or hand delivered to:

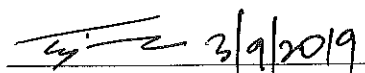
**Municipal Manager
Mantsopa Local Municipality
P.O. Box 64
LADYBRAND
9745**

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.
APPLICANTS SHOULD REGARD THEIR APPLICATIONS NOT SUCCESSFUL
IF NOT CONTACTED BY THE MUNICIPALITY AFTER THREE MONTHS OF
CLOSING DATE. THE MUNICIPALITY RESERVES THE RIGHT TO
APPOINT AND NOT TO APPOINT.**

Closing date: 14 September 2019


**TP MASEJANE
MUNICIPAL MANAGER**