



THEMBELIHLE

LOCAL MUNICIPALITY
PLAASLIKE MUNISIPALITEIT
U-MASIPALA WASEKUHALENI

Incorporating the towns of Strydenburg and
Hopetown
Northern Cape Province, Republic of South Africa

✉ Private bag X3 HOPETOWN 8750
Church Street HOPETOWN 8750
☎ (053) 2030005/8
Fax (053) 2030490
www.thembelihlemunicipality.gov.za

VACANCY : ADMINISTRATION CLERK STRYDENBURG

THEMBELIHLE LOCAL MUNICIPALITY (NC 076)

DEPARTMENT : CORPORATE SERVICES/COMMUNITY SERVICES

ESSENTIAL NON-NEGOTIABLE REQUIREMENTS

- ✓ Grade 12

OTHER PREFERRED REQUIREMENTS

- ✓ Good interpersonal and communication skills, Afrikaans and English speaking
- ✓ Good people skills, Conflict handling skills
- ✓ Attention to detail and able to work independently
- ✓ Willingness to work overtime if and when required
- ✓ Computer literacy (Microsoft windows XP, Spread sheet and Internet, etcetera)

DUTIES AND RESPONSIBILITIES

You will be responsible for the following:

- ✓ Execute general administrative and assistance and messenger duties.
- ✓ Execute safe keeping and authorisation of applicable information
- ✓ Attend trainings and workshops
- ✓ All other related duties
- ✓ Any other reasonable requests by the supervisor, Office Head or the Head of the Department or the Municipal Manager.

REMUNERATION: Per month, as for task grade 6, together with all other benefits applicable to local government.

The municipality reserves the right not to make any appointment following the placement of this advertisement.

Applications containing a letter of application, Curriculum Vitae and certified copies of all qualifications as well as identification document marked “ADMINISTRATION CLERK - STRYDENBURG” shall be handed in at:

**Municipal Offices
Church Street
Hopetown
8750**

**OR
Municipal Offices,
Mark Street,
Strydenburg
8765**

or

posted to:

**Thembelihle Municipality
Private Bag X3
Hopetown
8750**

Any enquiries relating to this advertisement may be directed to the Manager: Corporate Services, Mr. Y Goibaiyer on 053 203 0442 during office hours commencing from 07H30 – 16H30, with a lunch interval between 13H00 – 14H00, Monday to Friday.

Closing date: Thursday 21 November 2013 at 16H00(four o'clock in the afternoon)

**M Mogale
Municipal Manager**