



# THEMBELIHLE

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

**LOCAL MUNICIPALITY  
PLAASLIKE MUNISIPALITEIT  
U-MASIPALA WASEKUHALENI**

✉ Private bag X3 HOPETOWN 8750  
Church Street HOPETOWN 8750

☎ (053) 2030005/8

Fax (053) 2030490

[www.thembelihlemunicipality.gov.za](http://www.thembelihlemunicipality.gov.za)

## RECEPTIONIST MAYORAL OFFICE

### REQUIREMENTS

- A Grade 12 Certificate or equivalent qualification with at relevant reception/ front desk/ switchboard operator experience in a public service environment
- Sound computer knowledge of Microsoft Word, Microsoft Excel and Powerpoint
- Good interpersonal and communication skills
- Good receptionist and excellent typing skills
- Ability to interact with people at various and diverse levels
- Ability to work under pressure and to meet tight deadlines
- Attention to detail and be able to work independently
- Good public relations

### DUTIES: KEY PERFORMANCE AREA

- Responsible for the efficient management of the Reception and Front Desk in the Mayoral Office
- Ensure an efficient customer service system.
- Assisting the Administration Clerk with clerical duties
- Receiving incoming and outgoing calls and ensure that good services are rendered at all times
- Assisting Administration clerk with arrangements of Council meetings and other functions.
- Maintain the code of confidentiality and access to information.
- Ensure an effective and efficient receptionist/ Front desk and administrative support function to the public on a continuous basis
- Receiving enquiries regarding public complaints and referring accordingly
- Typing all municipal correspondence, memos, letters, circulars, reports from Departmental Head

**SALARY : Post Level 6 First Notch R106 629.84 annually**

**BENEFITS: Normal fringe benefits applicable to local authorities**

**Closing Date: 18 November 2016 at 12H00**

Applications should be accompanied by an updated and comprehensively detailed C V with certified copies of qualifications, testimonials and ID document. No fax or e-mailed applications will be considered; applications received after the closing date indicated below will not be accepted. If you don't hear from us within 60 days from the closing date, please regard your application as unsuccessful.

**Please forward applications to:**

The Mayor, attention Ms B Mpamba  
Thembelihle Municipality  
Private Bag X3  
HOPETOWN  
8750

**Tel: 053-2030005/8/442/001**