



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) 203 0005/8/442

Fax (053) 203 0490

www.thembelihlemunicipality.gov.za

EXTERNAL / INTERNAL ADVERTISEMENT

NOTICE NO: 11/2024

Thembelihle Municipality, with its Headquarters in Hopetown hereby invites suitably qualified candidates to apply for the following vacant post. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

DIRECTORATE: CORPORATE SERVICES

OFFICE OF THE MAYOR: POST: RECEPTIONIST

(CONTRACT SUBJECT TO POLITICAL TERM OF THE MAYOR)

ANNUAL SALARY: R158 613.48 per annum (Grade 6 Notch 1 of a Category 1 Local Authority).

Abovementioned post offers the following benefits:

- Leave benefits

KEY REQUIREMENTS:

- Grade 12 or any equivalent qualification
- Computer Literacy
- Knowledge of Municipality's Administrative System
- Communication Skills
- Reading and writing skills
- Interpersonal skills
- Confidentiality
- Attention to detail

FUNCTIONS AND RESPONSIBILITIES

- Transferring incoming calls and queries to relevant departments
- Connecting staff to different numbers which they are unable to dial themselves.

- Assisting staff with the many telephone features which are available on the system (how to lock and unlock, call waiting etc.).
- Taking and relaying messages for staff, if unavailable, in cases of emergency.
- Providing public with information regarding the City and Council, including telephone numbers of other establishments.
- Updating extension data, internal and external.
- Doing all administration pertaining to record administration and analysis of all calls and printing.
- Making monthly printouts of telephone usage / costs, sorting into departments / sections and distributing same to departments / sections to facilitate the payment of private calls by staff
- Furnishing the Director Corporate Services with a summary of calls made, duration and costs for inclusion in the department's quarterly report
- Creating back-up of data for call costing on a monthly basis.
- Regularly updating telephone list

Candidates must be willing to be subjected to an interview and evaluation process and be aware that previous employers and references may be contacted and their qualifications, credit record may be verified and they will be subjected to a police security clearance.

Interested persons are requested to forward a letter of application together with a comprehensive CV and certified copies of qualifications to the Acting Municipal Manager. Enquiries can be directed to the Senior Manager: Corporate Services, Mr TR OLIPHANT at 053 2030 005/8.

Closing date: 30 AUGUST 2024 at 12h00

MR Radiile J SHUPING

ACTING MUNICIPAL MANAGER

Thembelihle Municipality

PO Box X3

HOPETOWN

8750

Tel: 053 2030 005/8

- Canvassing for selection will automatically disqualify an applicant.
- If no reply to your application has been received within sixty (60) days of the closing date, you should consider your application as being unsuccessful.
- No late or facsimile applications will be accepted.
- No applications will be considered without certified copies of the original documents of qualifications.
- The Council reserves the right not to appoint.
- Correspondence will be limited to short-listed candidates.