



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

VACANCY : RECEPTIONIST 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:

- ✓ Receive incoming and outgoing calls at the front desk
- ✓ Receive members of the public and escort and/or direct them to the appropriate official
- ✓ Take messages and channel to the intended recipient
- ✓ Receive enquiries and complaints from the public and refer to the relevant official for attention.
- ✓ Execute requests for typing of various municipal documentation and communications.
- ✓ Submit typed documents to author for editing and effecting any corrections
- ✓ 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 "RECEPTIONIST - STRYDENBURG" shall be handed in at:

**Municipal Offices
Church Street
Hopetown
8750**

OR

**Municipal Offices
Mark Street
Strydenburg
8765**

Or posted to

**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**