



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

Thembelihle Municipality, an equal opportunity, affirmative action employer, is awaiting the applications for the following position.

RECEPTIONIST: OFFICE OF THE MAYOR (REF: THEM007)

REQUIREMENTS

- Grade 12
- Good interpersonal and communication skills, Afrikaans and English speaking
- Knowledge of administrative and clerical procedures with good reading & typing skills
- 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, etc.)
- Operation of confidentiality

DUTIES: KEY PERFORMANCE AREA

- Switchboard operation
- Implement and maintain Office Systems and maintain databases
- 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
- Execute safe record keeping and administering the visitors book
- Liaison with internal and external contacts
- Communicate verbally and in writing to answer inquiries and provide requested information
- Any other reasonable requests by the supervisor or the Honourable Mayor

Remuneration: Annual salary based on Notch 1 Task Grade 6 of Category 1 Local Authority which is R94 013.28 per annum.

Closing Date: 10 April 2015

Applications should be accompanied by an updated and comprehensively detailed C V with certified copies of qualifications, testimonials, ID document and application letter. 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 ensure that the correct reference number reflected on the application

Please forward applications to:

The Municipal Manager
Thembelihle Municipality
Private Bag X3
HOPETOWN
8750
Tel: 053-2030005/8/442

Enquiries: Manager: Corporate Services, attention **Mr NE Mgyue**