



# 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  
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Fax (053) 203 0490  
[www.thembelihlemunicipality.gov.za](http://www.thembelihlemunicipality.gov.za)

Thembelihle Municipality (NC 076) is an equal opportunity, affirmative action employer, is awaiting the applications for the following position. We encourage disabled persons to apply.

## RECEPTIONIST MAYORAL OFFICE

### REQUIREMENTS

- A Grade 12 Certificate or equivalent qualification with at least two years relevant front desk and switch board operator experience in a public service environment
- Sound Computer knowledge of Microsoft Word, Microsoft Excel and PowerPoint
- Good interpersonal and communications skills
- Good receptionist and excellent typing skills
- Ability to interact with people at various and diverse levels
- Ability to work under pressure and meet tight deadlines
- Attention to detail and be able to work independently
- Good public relations

### DUTIES: KEY PERFORMING 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 the Departmental Head.

**SALARY:** Annual Salary of R114 477.84 based on Notch 1 task Grade 6 of Category 1 Local Authority

**BENEFITS:** Normal fringe benefits applicable to Local Authority

**Closing Date:** 10<sup>th</sup> August 2018

Applications should be accompanied by an updated and comprehensive detailed CV 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 do not hear from us within 60 days from the closing date, please consider your application unsuccessful.

Municipal Manager, **attention Michael R. Jack**  
Thembelihle Municipality  
Private Bag X3  
**HOPETOWN**  
8750  
**Tel; 053 203 005/08/442**