



# THEMBELIHLE

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

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

✉ Private bag X3HOPETOWN8750  
Church Street HOPETOWN 8750  
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Fax (053) 203 0490  
[www.thembelihlemunicipality.gov.za](http://www.thembelihlemunicipality.gov.za)

## **EEXTERNAL / INTERNAL ADVERTISEMENT**

**NOTICE NO: 64/2026**

**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.**

**Receptionist Head Office: Reference Number: 64/2026/01/10/2026**

### **DIRECTORATE: CORPORATE SERVICES DEPARTMENT**

**DIRECTORATES : CORPORATE SERVICES DEPARTMENT**

**PLACE OF WORK : HOPETOWN (HEAD OFFICE)**

**DURATION : PERMANENT**

**SALARY LEVEL : TASK GRADE 6 NOTCH 1 (R185 057.76 per annum), plus,  
normal fringe benefits applicable to local government.**

### **Minimum Requirements:**

- Grade 12 (NQF Level 4)
- Computer Literacy
- Knowledge of Municipality's Administrative System
- Communication Skills
- Reading and writing skills
- Interpersonal skills
- Confidentiality
- Attention to detail

### **Job Purpose:**

To perform a switchboard function to the municipality; perform routine administrative tasks; render general support and recordkeeping function to support the telecommunication services. To receive and direct people to right departments

### **Key Performance Areas:**

- 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.
- Handling of all public queries.
- Contacting staff members with a view to ascertaining whether the member of public may enter through the reception area in order to see the staff member.
- Directing public to relevant departments and securing unauthorized persons from entering the building.
- Welcoming new occupants to the town and providing them with relevant information regarding the Municipality, providing them with maps, brochures, current telephone Directories, etc. and explaining the current structure of the Municipality.
- Receiving the public and directing them to the appropriate personnel / relevant departments and how to get in contact with the relevant department.
- Ensuring that unauthorized persons do not enter the departments.
- Distributing of all vacancies, notices, tenders etc. to relevant notice boards and departments that do not have GroupWise
- Placing notices in the notice board which have been sent to the office by the Registry and other offices
- Issuing of application forms for vacancies and accept completed application forms from persons applying for positions.
- Receiving and sending daily mail and stores requisition.
- Undertaking the monthly safety inspections of the municipal offices

The competency level for this position is found at level 1 as stipulation in Annexure A of the municipal staff regulations Notice No 89 as promulgated in Government Gazette 45181 dated 20 September 2021.

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 (or email their application to [recruitment@tlim.gov.za](mailto:recruitment@tlim.gov.za)) a letter of application together with a comprehensive CV and certified copies of qualifications to the Municipal Manager.**

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Enquiries can be directed to the Senior Manager Corporate Services, Mr Trevin R Oliphant at 053 2030 005/8 or [mcs@tlim.gov.za](mailto:mcs@tlim.gov.za).

**Closing date: 9 October 2026 at 16h00**

**Kealeboga G Gaborone  
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 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.
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