



MOHOKARE
LOCAL MUNICIPALITY



P. O. Box 20, Zastron, 9950

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E-mail info@mohokare.gov.za

www.mohokare.gov.za

Mohokare Local Municipality subscribes to the principles of the employment equity act. It is the Municipality's intention to promote equity (race, gender and disability) through the filling of this position.

Applications are invited from suitably qualified persons to fill the following position.

INTERNAL/EXTERNAL RE-ADVERT

RECEPTIONIST – ZASTRON

REMUNERATION: R149 712.00 Per Annum

QUALIFICATIONS AND REQUIREMENTS:

Applicants must have Grade 12, advanced computer literacy and good typing skills. A minimum of 2 years of Office Administration experience. Excellent analytical and Communication skills. Bilingualism is added as an advantage.

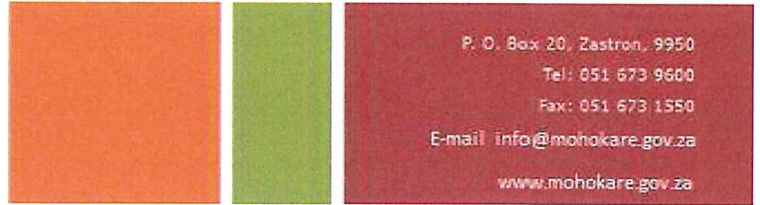
ROLES AND RESPONSIBILITIES:

The Candidate will report directly to the Senior Admin Officer within the respective unit. The incumbent responsibilities will entail amongst others:

- Attending of the switchboard to ensure the efficient answering of incoming calls and re-routing them to the appropriate personnel.
- Performs reception activities to ensure the friendly greeting and directing of the public to relevant persons.
- Ensure that reception area is clean and tidy to maintain a high corporate image of the municipality
- Attending to customer queries adequately
- Assist in booking and confirmation of municipal halls
- Perform any other related duties as instructed by Supervisor



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CLOSING DATE: 22nd April 2024 @ 16H30

For enquiries contact the Human Resources division on 051- 6739600. ONLY MUNICIPAL APPLICATION FORMS (www.mohokare.gov.za) fully completed and CV as well as certified copies (not older than 3 months) of qualifications and identity document must be submitted for the attention of:

Human Resource Manager

DC Matsoso

Mohokare Local Municipality

P.O. Box 20

Zastron

9950

Or Hand deliver application in the nearest Mohokare Municipal Offices. Faxed, Emailed and late applications will not be accepted. The successful candidate will be subjected to the verification of qualifications and any relevant checks and competency assessments.

Applicants are respectfully informed that if no notification of appointment is received within 30 days of the closing date, they must accept that their application was unsuccessful. Correspondence will be limited to shortlisted candidates' only. Mohokare Local Municipality reserves the right to/not to make an appointment to the above advertised position.

Mr. M. Mohale

Acting-Municipal Manager

MOHOKARE
Local Municipality

04 -04- 2024

Corporate Services