



MOHOKARE
LOCAL MUNICIPALITY



P. O. Box 20, Zastron, 9950
Tel: 051 673 9600
Fax: 051 673 1550
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 ADVERT

HR CLERKS X2 ZASTRON

REMUNERATION: R 130 836.00 Per Annum

QUALIFICATIONS AND REQUIREMENTS:

Applicants must be in possession of a Grade 12 Certificate and must be computer literate. 2 Years relevant experience in the department of Human Resources in Local government.

ROLES AND RESPONSIBILITIES:

- Assist with the personnel administration procedures to ensure an effective HR administration.
- Assist with the handling of all personnel enquiries, by answering enquiries regarding leave credits and general personnel administrative matters.
- Monitoring clock system, attendance registers, overtime registers by using a computer.
- Perform any other related duties as instructed by Supervisor.



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CLOSING DATE: 17th September 2021 @ 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

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. SM Selepe
Municipal Manager

MOHOKARE
Local Municipality
08-09-2021
Corporate Services