



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

HUMAN SETTLEMENT CLERK – ZASTRON

REMUNERATION: R130 836.00 Per Annum

QUALIFICATIONS AND REQUIREMENTS:

Applicants must be in possession of a Grade 12 Certificate. A relevant National Diploma in Public Management Administration or equivalent. Must have working 2- years' experience in the Local government environment. Must be physically fit due to the nature of work.

ROLES AND RESPONSIBILITIES:

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

- Executing administrative support and secretarial activities including typing of documents.
- Attending to telephonic as well as personal calls to provide information.
- Arranging appointment for Human Settlement Officer.
- Assisting the public with the completion of housing subsidy scheme applications.
- The collection of the data for the compilation of monthly reports.
- Capturing of waiting list of sites and housing waiting lists.
- The upkeep of records relating to application for residential sites, church sites, business sites and industrial sites.



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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. Selby Selepe
Municipal Manager

MOHOKARE
Local Municipality
08 -09- 2021
Corporate Services