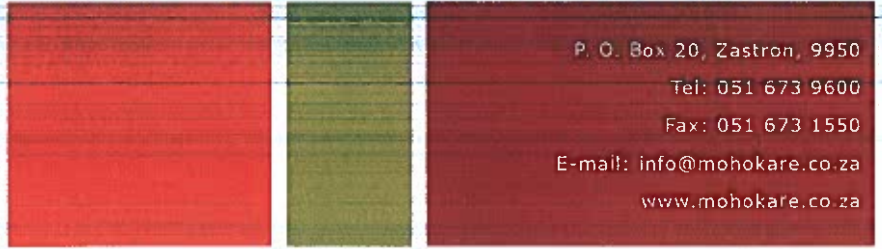




MOHOKARE
LOCAL MUNICIPALITY



P. O. Box 20, Zastron, 9950
Tel: 051 673 9600
Fax: 051 673 1550
E-mail: info@mohokare.co.za
www.mohokare.co.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

RECEPTIONISTS CORPORATE(1) AND TECHNICAL SERVICES(1)-ZASTRON

REMUNERATION: R 110 820.00 Per Annum

KEY REQUIREMENTS:

Applicants must be in possession of a Grade 12 Certificate and must be computer literate. 1 Year relevant experience in reception, switchboard and office administration. The candidate must have outstanding communication, interpersonal, customer service and organizational skills.

KEY RESPONSIBILITIES:

- Managing the reception area.
- Attending to all incoming calls and rerouting them to the appropriate personnel
- Attending to customer queries adequately.
- Assist in the booking and confirmation of Municipal buildings.

CLOSING DATE: 10th September 2021 @ 16h00

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

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

02 -09- 2021

Corporate Services