

Okhahlamba municipality is an equal opportunity, affirmative action employer. It is our intention to promote representatively (in terms of race, gender and disability).

Registration Clerk

SALARY: R118 835. 04-154 256. 28 per annum (Benefits includes: Medical Aid, Pension, Housing Allowances and 13th Cheque)

Requirements

- Matric certificate
- Computer literate
- Valid driver's licence Code C1
- Good written and verbal communication
- Good interpersonal and cultural diversity skills
- Problem solving skills
- Ability to work as team

Responsibilities

- Administration duties
- Filing duties
- Booking application for learners and driving license on the system
- Assist applicant with filing forms

Enquiries in respect of the above position should be directed to the Superintendent License and Testing at (036) 448- 1065 during Office Hours

NB: the abovementioned post will be based on 06 days worker per week

Comprehensive Curriculum Vitae, together with certified copies of, ID copy and the application form for application of employment available on the municipal website, should be sent to:

**OKHAHLAMBA LOCAL MUNICIPALITY
P.O BOX 71
BERGVILLE
3350**

The closing date for applications is **14 OCTOBER 2016**, if you have not heard from us within 30 days of the closing date; you should regard your application as unsuccessful.

**SD SIBANDE
MUNICIPAL MANAGER**